

## Siena Heights University—Credit/No-Credit Option

Students are allowed not more than 8 semester hours of elective credit/no-credit course work for a bachelor degree and 4 semester hours for an associate degree.

Courses taken on an elective CR/NC basis may not be used in a Major, Minor, or Teacher Certification course. This includes any and all cognates.

Once a course has been elected using the CR/NC option, no other grading option will be possible. In other words, if the student receives an A for the course they selected the CR/NC option they will not be permitted to convert back to the letter grade for the course.

The grades of E and D are equal to No-Credit. The grades of A, B, and C are equal to Credit.

Faculty members input grades to the computer system as earned by their students. For students that have selected the CR/NC option the grade will be switched to reflect either a CR or NC.

Any exemptions from any part of this policy can be made ONLY by the Dean. Students seeking any exemption must do so in writing to the Registrar. The Registrar will then forward the petition to the appropriate Dean for review and judgment.

This form must be signed and returned to the Registrar's Office for processing and will become part of your academic file.

## DUE DATE:

- 1. Courses starting at the beginning of the traditional semester—this form is due to the Registrar's Office no later than the 3<sup>rd</sup> week of the semester.
- 2. Weekend courses—this form is due by the 2<sup>nd</sup> class meeting.
- 3. Courses that start later in the semester—this form is due prior to the  $2^{nd}$  class meeting.

Student Name	
Student ID Number	
Course Number	Course Title
Semester and Year Course Taken	
Signature of Student (My signature signifies	s that I have read and understand this agreement.)
Date Recorded by the Registrar	Bv