THE UNIVERSITY OF SCRANTON
A JESUIT UNIVERSITY

REQUEST FOR UNDERGRADUATE CREDIT – NO CREDIT OPTION[1]

Student Name: _____ Major: _____

Student ID: _____ Minor: _____

College: ❑ CAS ❑ PCPS ❑ CGCE ❑ KSOM

Class: ❑ Junior ❑ Senior

Note: Freshmen and sophomores are not eligible for this option

I meet the parameters described below and request to take the following course under the ***Credit – No Credit Option*:**

Subject/Course #: _____ Course Title: _____

CRN: _____ Instructor's Name: _____

Term: ❑ Fall ❑ Intersession ❑ Spring ❑ Summer I ❑ Summer II **Year:** _____

_____ _____

(Student's Signature) (Date)

Parameters for taking courses under the *Credit – No Credit Option*:

- Students must have a cumulative GPA of 2.67 or greater and must have accumulated at least 60 credits toward their degrees to be eligible to take courses under the *Credit – No Credit Option*.
- Courses that the student will use to fill free elective or free cognate requirements are eligible under the *Credit – No Credit Option.* [Note: The following courses are **not** eligible: courses used to fulfill general education requirements including *Writing Intensive (WI)* and *Cultural Diversity (CD)*, courses in the major and required cognate, courses in a minor or concentration, and those used to fulfill requirements in the Honors and SJLA programs.]
- Students may apply for the option by seeking approval from their dean's office and submitting the completed forms to the Registrar's Office by the end of the second week of the semester (or by the second day of the summer sessions and Intersession). The option cannot be reversed after the fourth week of class (or the fourth day in the summer sessions and Intersession).
- Students may take no more than a total of four courses under this option and no more than one per semester (other than internships, practicums, or physical education courses).
- The credits for courses taken under the *Credit – No Credit Option* do **not** count toward credits needed to qualify for the Dean's List for a given semester (minimum of 12.0 GPA-counting credits for students registered for 12 or more credits for the semester; 6.0 GPA-counting credits for students registered for <= 11.9 credits for the semester).
- Students receive the following transcript notations under the *Credit – No Credit Option*:

CS (Credit Satisfactory):	Notation when grade is C or higher; counts in Earned Hours for the degree but not in the GPA and Dean's List calculations.
CD (Credit Deficiency):	Notation when the grade earned is passing but less than a C (C-, D+, D); counts in Earned Hours for the degree but not in the GPA and Dean's List calculations
NC (No Credit):	Notation when the grade earned is less than passing (F); does not count in Earned Hours toward the degree or in the GPA or Dean's List calculations

Authorization by Student's Academic Dean:

Verification that GPA is 2.67 or higher (*Banner* form SHATERM)	____Yes	____No
Verification that earned credits total at least 60 (*Banner* form SHATERM)	____Yes	____No
Verification that course will be used to fulfill free elective or free cognate:	____Yes	____No
Verification that maximum allowances are not exceeded:	____Yes	____No

Credit – No Credit Option is: ____Approved ____Not Approved

_____ _____

(Signature of Student's Academic Dean) (Date)

Routing by Dean's Office upon approval: Pink copy to student
Yellow copy to advising file (optional)
White copy to Registrar's Office

Processing by Registrar's Office

____Grade mode adjusted on student's Banner record ____File in permanent student file

_____ _____

(Staff Signature) (Date)

[1] Policy effective Fall 2002 semester