



Policy: Credit-No Credit

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar's Office

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**Policy:** A grade of Credit/No Credit rather than a letter grade may be assigned by the course instructor or, in some cases, elected by the student.

- 1.0 In some departments, students receive a grade of Credit/No Credit for specified courses based on criteria established by the department and communicated to students in the syllabus, handbook, and/or catalog.
- 2.0 To encourage students to explore courses outside their major, minor, or Grace Core requirements, Grace College undergraduate students are permitted to take a limited number of courses on a Credit/No Credit basis. Successfully completed CR/NC courses count toward the credit hour total for graduation but do not factor into a student's grade point average.
  - 2.1 A student must declare the Credit/No Credit grading option no later than the end of the first week of class by communicating this to the faculty teaching the course and the Registrar's Office.
  - 2.2 Credit will be granted when a letter grade of C- or better would otherwise be warranted.
  - 2.3 Credit/No Credit courses cannot apply toward a major, minor, or Grace Core requirement.
  - 2.4 Credit/No Credit courses cannot satisfy requirements for teacher certification.
  - 2.5 A student can declare no more than one Credit/No Credit course per semester.
  - 2.6 The Credit/No Credit option is available only to those students at or above 2.0 cumulative GPA.
  - 2.7 Once a course is declared as Credit/No Credit, a student cannot elect to change the grading basis.
  - 2.8 Students declaring the Credit/No Credit grading basis for a course are expected to fully participate in the course and are accountable to the professor's attendance policy and all course requirements.
  - 2.9 In general, students are encouraged to limit their Credit/No Credit elections to 9 credit hours.
  - 2.10 In the event that a student subsequently elects a major or minor in a discipline in which a course had been graded Credit/No Credit, that course will fulfill the requirement.
- 3.0 A grade of Credit/No Credit is not an option for students in the Deploy program since such programs are not based on credit hours.

Study abroad students should see the Study Abroad programs' policy on **Registration, Credits, and Final Grades.**

### Revision Process and History

- All revisions to the policy must be approved by the Academic Affairs Committee and Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template



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