



Undergraduate Program Petition to take Class on Credit/No Credit Basis

Registrar

2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901
FAX (714) 681-7230

Return Petition to Registrar's Office by the Posted Credit Enrollment Deadline.

Name _____ ID# _____
Please Print

Credit = grade of C or better No Credit = grade of D or F

I wish to take the following course on a Credit/No Credit basis:

Course Number _____ Course Title _____ Units _____

Instructor _____ Term/Year _____

Previous Undergraduate courses taken on a Credit/No Credit basis:

Course #	Course Title	Term
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read the policies below and understand that it is my responsibility to declare to the Instructor my intention to take this course on the Credit/No Credit option **BEFORE CREDIT ENROLLMENT ENDS**.

_____ *Date* _____ *Student's Signature*

INSTRUCTOR'S APPROVAL: ☐ Approved ☐ Denied (Check one)

_____ *Date* _____ *Instructor's Signature*

REGISTRAR'S APPROVAL: ☐ Approved ☐ Denied (Check one)

_____ *Date* _____ *Registrar's Signature*

POLICIES REGARDING CREDIT/NO CREDIT OPTIONS (Undergraduate)

MAJOR COURSES MUST BE TAKEN FOR A LETTER GRADE.

1. One lower division and one upper division non-major requirement and one lower division and one upper division non-major elective may be selected by the undergraduate student for grading on the Credit/No Credit basis and included on the student's degree program.
2. It is the student's responsibility to declare to the course Instructor his/her intention to select the option **BEFORE CREDIT ENROLLMENT DEADLINE ENDS** using this form provided by the Registrar's Office.
3. Also, a Credit/No Credit grading policy may be followed at the Instructor's option in such courses as applied music, choir, ensembles, field work, seminars, workshops, yearbook, physical education, internships, and journalism and graphics for publication, when such a policy is clearly stated in the course syllabus. Credit/No Credit grades awarded at the Instructor's discretion are not counted against the student's Credit/No Credit options indicated above and it is not necessary for the student to petition for these.
4. The Registrar's Office, upon receiving this completed petition, will check to see whether or not this petition can be granted based on records of any courses previously taken as Credit/No Credit. A copy of this petition will be sent to the student and to the Instructor indicating approval or denial.