**CALIFORNIA STATE UNIVERSITY, CHICO**
**STUDENT RECORDS AND REGISTRATION OFFICE**

## ELECTING COURSES FOR THE CREDIT/NO CREDIT (CR/NC) GRADING OPTION

To request an elective class for the CR/NC option, you must read the instructions, fill out the information below, obtain the appropriate signatures after the second week of classes and turn the completed form into the Student Records and Registration Office prior to the last day of the semester. A separate form must be filed for each class you want to take CR/NR. The following conditions apply to any course processed under this policy:

1. The course must be an elective (that is, the course cannot be used for your major, minor, or General Studies requirements).

2. **HIST 130, POLS 155** and **POLS 355** may not be counted toward the completion of General Studies requirements for most majors, but can be counted for some majors. If your major includes these courses as part of General Studies requirements, then you **cannot** take them CR/NC.

3. The CR/NC policy applies only to courses taken fall 1986 or after. If any course processed under the CR/NC policy is determined to be necessary for your major, minor, or General Studies requirements when your records are being evaluated for graduation, the Evaluations Office will automatically change your CR/NC to the letter grade originally assigned by your instructor.

4. You must be enrolled in the course for which the CR/NC option is being requested prior to the submission of this form. If this form is found to have been submitted prior to enrollment in the course, it will be returned to you without being processed.

5. Graduate students are allowed 10 units of CR/NC in a master's program; however, master's students may not elect the CR/NC grading option for courses taken in their major discipline. There is no restriction of CR/NC courses taken by post-baccalaureate students who are not master's candidates.

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Please print:

NAME: _____
Last First M.I.

CHICO STATE ID NUMBER: _____

PROPOSED COURSE: _____ TERM/YEAR TAKEN: _____
Subject/Number/Section (e.g.: PSSC 366-01) (e.g.: Fall 01)

YOUR MAJOR(S): _____ MINOR(S): _____

I understand these conditions and confirm that I am now enrolled in the course listed above.

SIGNATURE: _____ DATE: _____

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**After the second week of the semester, the instructor's signature is required.**

**Instructor:** _____ **Date:** _____

**After the fourth week of the semester, a serious and compelling reason is required (see the University Catalog) plus approval signatures from the instructor, chair and dean.**

**Chairperson:** _____ **Date:** _____

**Dean:** _____ **Date:** _____

LATE FEE WAIVER _____
College Dean/Administrator Signature

*****Late fee of $10.00 will be assessed after the 26th day of instruction*****

FEE RECEIPT #_____ RECEIPT DATE _____ SRRO initials _____

PROCESS DATE_____