

# Request for Permission to Change to/from Credit/No Credit

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-1425

An undergraduate student who has earned 60 or more credit hours with an overall GPA of 3.0 may change from Standard to Credit/No Credit grading, or from Credit/No Credit to Standard grading. The student must complete Parts 1 and 2, and obtain the approvals under Parts 3 and 4 before submitting the form to the Registrar's Office, 003 Wilder Tower.

Any student requesting to change to Credit/No Credit grading must be aware of the following:

- Neither a credit grade (CR) nor a no-credit grade (NC) is counted in the student's grade point average, but, like all other grades, is entered on the permanent record.
- CR is given for "C-" or better work on the Standard grading scale; NC is given for less than "C-" work.
- **Academic policy states that a student may not change from a grade point to a credit/no credit basis, or from a credit/no credit to a grade point basis, after the last day to add classes for that part of term.**
- A student may not repeat a course for credit/no-credit if the student received a conventional grade (A-F or S).

## Part 1 - Student Information

Student U-Number:	U _____
Last Name:	_____
First Name / MI:	_____ / MI: _____
Phone Number:	_____

## Part 2 – Course/Request Type Information

I request the following grading status change for the course listed below:

Credit to No Credit       No Credit to Credit

SUBJECT	COURSE #	SECTION #	CRN

Term/Year: Term: \_\_\_\_\_ / Year: \_\_\_\_\_

Student's Signature / Date: \_\_\_\_\_ / \_\_\_\_\_

## Part 3 – Advisor's Approval

**! Note:** Do not approve this request if the add period has ended.

Advisor's Signature / Date:	_____ / _____
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## Part 4 – Dean's Approval

**! Note:** Do not approve this request if the add period has ended.

Dean's Signature / Date:	_____ / _____
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## Processing the Permission to Change to/from Credit/No Credit Form

### General:

- ✓ Except for signatures, please print all information.

### Student:

- ✓ Read the bulleted information at the top of the form (under "Any student requesting to change to Credit/No Credit grading must be aware of the following:").
- ✓ Fill out Part 1 completely. Pay particular attention to:
  - **Student U-Number** – Fill in your U-Number, not your social security number. Your U-Number always begins with the letter "U"; please fill in the remaining 8 digits.
  - **Term/Year** – Enter the appropriate term (Fall, Spring, or Summer) and provide the year.
- ✓ Next, fill out Part 2 completely.
  - **Student's Signature** – The request cannot be processed without your signature.
- ✓ Next, take the form to your advisor; your advisor completes Part 3.
  - **Advisor's Signature** – The request cannot be processed without this signature.
- ✓ Next, take the form to your College Dean's office; the Dean completes Part 4.
  - **Dean's Signature** – The request cannot be processed without this signature.
- ✓ Once you have all signatures, FAX or deliver a copy of the completed form to Student and Faculty Services (FAX: 678-1425; 003 Wilder Tower).

### Instructor/Department:

- ✓ If no seat is available in the class, you must also issue the student a permit if you approve the request.

## Help

If you have questions regarding the receipt or processing of the Request for Permission to Change to/from Credit/No Credit form:

- e-mail [registrar@memphis.edu](mailto:registrar@memphis.edu), or
- call Student and Faculty Services at 678-2810.