

WINDWARD COMMUNITY COLLEGE
Admissions and Records Office

CREDIT / NO CREDIT OPTION FORM

The Credit/No Credit (CR/NC) option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point averages. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Windward CC with certain restrictions. This grading option is not offered in all courses and students majoring in a particular program are not permitted to take a major required course with the CR/NC grading option. The student should consult the instructor's course outline to determine if this option is available in a particular course.

To be eligible for the Credit/No Credit option, students must:

1. Be registered for the class; and
2. Complete and submit the Credit/No Credit option form to the Admissions and Records Office by the last day of the course withdrawal deadline (refer to "Important Registration and Withdrawal Deadline Information" by selecting class CRN in Class Availability on MyUH Services).

SECTION 1 – STUDENT:

NAME: _____ UH ID/User Name: _____
Print Last Name, First Name, MI

I request a CR/NC Option for: _____ Fall Year
CRN and Course Alpha/No. (e.g. 69999 ENG 100) Spring
 Summer 20 _____

I have read and understand the Credit/No Credit Option. If approved, the instructor or I cannot change the Credit/No Credit Option. I must submit this form by the deadline (refer to Class Availability via MyUH).

Student's Signature: _____ Date: _____

SECTION 2 – INSTRUCTOR'S APPROVAL:

I have discussed the above request with the student and I approve this Credit/No Credit option. I understand that once approved, the CR/NC cannot be change.

Instructor's Signature: _____ Date: _____

~~~~~ OFFICE USE ONLY ~~~~~

\_\_\_\_\_ Changed Grade Mode SFAREGS (file with Reg Card)