



A & R Office Use Only	
Semester/Year	_____
Initial:	Date: _____

Golden West College

Records Office
15744 Golden West Street
PO BOX 2710
Huntington Beach CA 92647

Credit/No Credit Option Request Form

(If you chose to mail the form, your request **must be postmarked on or before the deadline**)

Please print:

Student Name _____ Student ID or SSN _____

Name of Instructor _____ Course Name & #: _____ (ex. MATH 100)

Section #

Students selecting this option will receive a Credit (Satisfactory Completion) or No Credit (Unsatisfactory Completion) grade symbol at the end of the semester. They may not receive a letter grade (A, B, C, D, F) if this form is signed and submitted. Changes of grade option are not permitted after the deadline.

DEADLINE for submitting this form to the Admissions & Records Office is prior to completion of 30% of the course (4th week of semester length courses). Students who do not meet the Cr/NC request deadline will receive a letter grade unless they officially withdraw from classes by the drop deadline. (Visit www.gwc.info or contact the Records Office for specific deadlines.)

I request to be graded on a CR/NC basis for the above class. I understand this is not similar to auditing a course: that this request is nonreversible after the deadline for submittal and that all coursework and attendance requirements **must** be met since CR/NC is merely a grading option.

Student's signature: _____ Date: _____

Important Note: Some institutions will not accept a credit (CR) grade in courses required in a major or towards general education requirements. Students are strongly advised to consult with a counselor before signing and submitting the request for CR/NC grading.

NOTE TO INSTRUCTOR: Mark student's option in the CR/NC column on your permanent roster