

11-10-2015

## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, November 10, 2015

Arts & Sciences Academic Affairs Committee

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## Agenda AAC

November 10, 2015

- I Approve the Minutes from the November 3rd meeting
- II Sub-Committee announcements or reports
- III New Business
  - a. Re-visit approved proposal on closing the CR/No CR loophole (Susan Walsh/Kasandra Riley)
- IV Old Business
  - Question for discussion: Should students be formally permitted to declare a major before beginning to take classes at Rollins (Mario D'Amato)
  - Continue discussion on amending the "Course Preference" forms (Gabriel Barreneche)
- V Announcements
- VI Adjourn

## Academic Affairs Committee Meeting Minutes 10 November 2015

Attending: Amy Armenia, MacKenzie Moon Ryan, Kasandra Riley, Caleb Archuleta, Maha Ghori, Robin Mateo, Laura Pfister, Jenny Cavanaugh Gabriel Barreneche, Mario D'Amato, Jay Pieczynski, Susan Walsh, Tiffany Griffin, Holly Pohlig, Anca Voicu, Benjamin Balak, Mae Fitchett

**I. Approval of Minutes from 3 November 2015** - Motion to approve Mario, 2<sup>nd</sup> Riley voted and approved – minutes are approved

### II. Subcommittee Reports

**A. Academic Appeals** (G. Barreneche) – We are starting to see students petition for a waiver for the N Gen Ed requirement. We will be hearing these appeals this week.

### III. New Business

**A. Continued discussion on CR/NC policy and closing an exploited loophole.** (Susan Walsh, Tiffany Griffin, Mae Fitchett) Note, this continued discussion falls under New Business due to the presence of Tiffany Griffin and Mae Fitchett - see attached documents). Based on the discussion and proposal brought forth by S. Walsh to AAC, T. Griffin and M. Fitchett had concerns over the CR/NC form and it's language as compared to the official Rollins College course catalog.

T. Griffin: The current form concerning CR/NC was inconsistent with the course catalog. We have made the recommendation to change the form to make it consistent with the catalog. Currently CR/NC courses show up as additional courses. Students can retake a course to replace a grade and factor in the major GPA, but the old grade will still be calculated into their overall GPA.

M. Fitchett: There is confusion on how many times a student can retake a course. According to current policy students only receive credit once, but they can retake a course as many times as they want. This has direct implications on financial aide.

A. Voicu: In the document (attached) from Mae with the suggested revisions, in the last paragraph of page 1, I see a problem with language being redundant between General Education and rFLA.

M. Fitchett: The reason for this language is because we are still under the old system for another year.

M. D'Amato: Can we just say "General Education" since rFLA falls under Gen Education?

K. Riley: To competencies fall under Gen Education as well?

M. D'Amato: Yes, competencies fall under Gen Eds.

T. Griffin: I've done review of peer institutes (see attached) on CR/NC and similar policies. With the exception of one peer institute, all have policies concerning retaking courses or taking courses as CR/NC or some version of that policy. Obviously there is variability, but most institutes have some policy in place. Some institutes require students to see the registrar or a committee before they can use this option.

M. D'Amato: After reviewing the document Tiffany has provided, I've noticed many similarities and not much deviation from the spirit of our policy. Did anything strike you (Tiffany) as a unique policy that may also be applicable for us?

T. Griffin: The only major differences in policy were the dates of allowing students to use this type of option. Some were more lenient than others, for example giving students an entire semester after the fact to decide and use a CR/NC or similar policy.

M. Fitchett: Some institutes allow grade forgiveness and this option has been discussed at Rollins in the past. Is there a possible discussion to be had that Juniors and Seniors can have a one time grade forgiveness? Since students are retroactively appealing grades this might be an option. Grade forgiveness would then require the student to complete the course, then appeal the grade to get the grade forgiven.

T. Griffin: I didn't find more than one peer institute that utilized grade forgiveness.

M. Fitchett: Grade forgiveness could be a possible alternative if we get rid of the one time CR/NC option.

M. D'Amato: I for one am not in favor of a grade forgiveness option. Our current policies as outlined by the catalog allows students to redeem themselves by taking a class again and demonstrate growth and maturity in their academic careers. I'm in favor of keeping a very broad policy instead of reimaging the entire policy. In other words, make the minimal changes to the current policy to keep the catalog as is.

A. Voicu: I would like to entertain a motion to approve the one time last day of class CR/NC declaration with proposed changes from Susan and Mae – an update of the CR/NC form to keep the policy consistent with the course catalog.

M. D'Amato: At first we should determine if we are changing the catalog of just the CR/NC form.

T. Griffin: The catalog is correct and clear on the policy. The form is what is incorrect. We are proposing to change the form to make the form consistent with the catalog.

A. Voicu: Is the CR/NC problem just an issue with Science majors? If it is, is it not possible to amend the catalog to just involve Science majors?

M. D'Amato: If the CR/NC loophole is only a Science majors issue, then the use of CR/NC becomes an advising issue and doesn't warrant a change to the entire catalog. Maybe Sciences could put in an official policy requiring instructor consent.

R. Mateo: You can make courses non-repeatable. Or you could require instructor consent if retaking a course.

J. Cavanaugh: Is this something that Robin could add as saying that if you retake a course, it would require instructor consent?

K. Riley: We can ask Laurel Habgood (chair of Chemistry) if she would want to do this. (Note: Laurel's name was brought up due to CHM220 being the course where this loophole is exploited most frequently).

S. Walsh: But Alford Scholars also exploit this loophole, therefore it is not just a Science major problem per se.

M. Fitchett: Again, we still need to keep in mind scholarship and aide. For some students this is the only option to retain their aide package.

T. Griffin: Perhaps a solution is that we can do small targeted advising for these students in specific majors where we see the retaking of course and using CR/NC as a problem?

K. Riley: This seems like a great idea.

A. Voicu: Are we then ready to approve the changes to the form to make the form consistent with the catalog – amending the CR/NC form in light of Mae's additions? Do we have a motion to approve the changes in the form as put forth by Mae (see attached):

1. CR/NC form with item checklist 1-9 making students aware of policy concerning CR/NC
2. The addition of a "+" to the "D" to item 2 on the checklist
3. The removal of redundant language of "rFLA" from points 5 and 7?

A. Armenia: Any proposed changes are complicating this issue. I propose that I take the form and amend it in light of our discussion so that we can review and approve the form with incorporated changes in its entirety at our next meeting.

A. Voicu: Can we table this until next week then to allow Amy to prepare the document for review?

AAC agrees. Discussion tabled until 17 November 2015 meeting.

#### **IV. Old Business – postponed**

#### **V. Announcements**

**A. Role of Exploration Coaches in academic advising – report to AAC from EC** (A. Voicu): AAC previously made recommendations to the Executive Committee (EC) that Exploration Coaches receive training from Tiffany Griffin and that Coaches report to academic office. After bringing this recommendation to EC, the EC returned with the following: since AAC is charged with policy matters concerning curriculum, the role of Exploration Coaches does not seem to be policy issue but more of a personnel issue, and therefore does not fall under purview of AAC. Instead Explorations Coaches should fall under purview of the Dean's Office.

A. Armenia: Our role was to put this issue on ECs radar, and it seems like we succeeded.

J. Cavanaugh: The Dean's office will work with Exploration Coaches and continue to work with AAC.

**B. Supervising of Internships** (J. Cavanaugh): there is a shift coming on how the college will supervise internship courses. Based on the QEP we want to get faculty more involved in internships – not necessarily setting them up but have faculty more integrated in the grading and the course. Especially considering that time spent should be considered when faculty work with students on internships.

**C. Title IX Statement for syllabi** (M. Ryan): We are currently working on a Title IX statement for syllabi. We are working with Disability Services to craft a statement for discussion in AAC.

**D. Report on President Cornwell meeting with student body** (M. Fitchett): Grant met with student body this past week. The question came up about required attendance in classes – especially the standard policy for Rollins sponsored events and how this relates to excused absences from classes.

J. Cavanaugh: There is an official policy in place that was passed by the faculty after being brought forth by the EC concerning student absences.

## **VI. Adjournment**

**Current wording on the CR/NC form with the problems highlighted:**

Students may exercise a one-time option of Last Day of Classes Credit/No Credit. In this option, students are permitted to declare a class Late Credit/No Credit up until the last scheduled day of classes, before the official exam period begins, for the term in which they are enrolled. This option is available for one course, and for one time only during a student's career at Rollins. Courses taken under this option may not be used to fulfill general education, major, minor, or concentration requirements. Courses with general education designations for which the CR/NC option is elected will not earn general education designations. Courses for which students receive a 'CR' grade may not be repeated for letter grades. If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. In any case, the grade point average is not affected.

**The revised solutions after meeting with Tiffany and Mae 11/4/15:**

A. Students may exercise a one-time option of Last Day of Classes Credit/No Credit. In this option, students are permitted to declare a class Late Credit/No Credit up until the last scheduled day of classes, before the official exam period begins, for the term in which they are enrolled. This option is available for one course, and for one time only during a student's career at Rollins. Courses taken under this option may not be used to fulfill general education, major, minor, or concentration requirements; all courses for the general education (Foundations), major, minor, or concentration requirements must receive a letter grade unless designated by the College as a credit course. ~~Courses with general education designations for which the CR/NC option is elected will not earn general education designations.~~ Courses for which students receive a 'CR' grade may not be repeated for letter grades. If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. A grade of NC may be recalculated by schools other than Rollins as a F. In any case, the grade point average is not affected. You may not take a course more than twice.

B. Students may exercise a one-time option of Last Day of Classes Credit/No Credit. In this option, students are permitted to declare a class Late Credit/No Credit up until the last scheduled day of classes, before the official exam period begins, for the term in which they are enrolled. This option is available for one course, and for one time only during a student's career at Rollins. Courses taken under this option may not be used to fulfill general education, major, minor, or concentration requirements; all courses for the general education (Foundations), major, minor, or concentration requirements must receive a letter grade unless designated by the College as a credit course. Courses with general education designations for which the CR/NC option is elected will not earn general education designations. Courses for which this option is used may not be repeated for letter grades. If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. A grade of NC may be recalculated by schools other than Rollins as a F. In any case, the grade point average is not affected.

**Would require the following catalog change:**

**ONE-TIME LAST DAY OF CLASSES CREDIT/NO-CREDIT DECLARATION**

Students may also exercise a one-time option of Last Day of Classes Credit/No Credit. In this option,

students are permitted to declare a class Credit/No Credit up until the last scheduled day of classes, before the official exam period begins, for the term in which they are enrolled. This option is available for one course, and for one time only during a student's career at Rollins.

If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below a 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. In any case, the grade point average is not affected. Courses taken under this option may not be used to fulfill general education, major, minor, or concentration requirements. Courses with general education designations for which the CR/NC option is elected will not earn general education designations. Once the CR/NC declaration is made for a given course in a given semester, students may not later request that the CR/NC be changed to a letter grade. In a subsequent semester, students may **not** repeat a course graded CR/NC for a letter grade, ~~but will not earn credit hours for the course a second time. (See the College's policy on repeated courses, above.)~~

#### REPEATED COURSES

Students may repeat courses regardless of the grades earned **unless they use the ONE-TIME LAST DAY OF CLASSES CREDIT/NO-CREDIT DECLARATION**. However, students will only earn credit hours for the course one time. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

### **The problem:**

In order to protect their major GPA, students utilize this option for courses within the major. A NC grade is the only way to repeat the course and therefore use it toward a required course within the major. Furthermore, since a NC will not *fulfill* major requirements, it is a valid option. In light of this wording, students who utilize this option for a course within the major MUST deliberately fail the course to receive a NC and retake it later for a grade.

We see this occur when students are trying to protect their GPA, and even if they are on a trajectory to pass the course with a C- or better, they will not take a final exam to make sure that they can fail and that a C- (or higher) does not factor into their GPA. They then repeat the course the next time it is offered.

This option has been used for students who are legitimately in trouble in a course and Alford scholars who wish to remain Alford scholars and not fall below the GPA minimum.

### **The solutions:**

#### 1. Use this option, but repeat the course for a letter grade

1a. Change the highlighted wording to read, “**Courses taken under this option may be repeated for letter grades.**” In this way, students can retake a course for which they receive a CR for a higher grade without having to fail the course. If the course is required for the major, the student may still repeat the course for a letter grade. The CR will not impact their GPA. Since they are repeating a class, they will not receive credit for retaking the class, and students and their advisors must be clear about this before using this option, as a student may have to take up to 6 additional credits to make it up to 140 (or 128). Students who are on Bright Futures scholarships run out of money at 140 credits.

1b. Change the highlighted wording to read, “**Courses taken under this option may be repeated for letter grades, but the new grade will be averaged with the previous grade.**” Since the instructor of the course has to enter an actual letter grade that is then converted into CR or NC by Student Records, the original grade still exists in the system. If a student chooses to retake the course after using this option (because it is required by their major, for example), they will be unable to fully replace their grade with the new grade and take the average instead. This compromise will encourage them to do well the first time they take the course, lower the incentive to repeat it, and reduce the probability that CR/NC is an ideal option to buffer a grade they don't want on their transcript.

#### 2. Count CR as fulfillment of a required general education, major, or minor course

Remove this statement, “**Courses taken under this option may not be used to fulfill general education, major, minor, or concentration requirements**”. In this way, as long as students receive CR, they can continue to move forward in the major without affecting their GPA. This may allow students who are not doing well in the major to continue moving forward. It may also negatively impact their transcripts if graduate and professional schools see that students took a class as CR/NC instead of earning a grade in it.

#### 3. Cannot retake courses if they use this option

Change the wording to read, “**Courses for which students receive either a NC or CR grade may not be repeated.**” Here, it is in a student’s best interest to decide whether to continue to invest in the course (and major) or to abandon it. However, the inability to repeat the course means that a student must complete the coursework and have their major or minor GPA affected if this course is in their major or minor. If this is the only course that fulfills a particular major requirement, a student must complete the course to the best of their ability, only repeating the course if they do, in fact, fail it. For general education requirements, students can find an alternative course.

## Current Policy

### REPEATED COURSES

Students may repeat courses regardless of the grades earned. However, students will only earn credit hours for the course one time. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

### ONE-TIME LAST DAY OF CLASSES CREDIT/NO-CREDIT DECLARATION

Students may also exercise a one-time option of Last Day of Classes Credit/No Credit. In this option, students are permitted to declare a class Credit/No Credit up until the last scheduled day of classes, before the official exam period begins, for the term in which they are enrolled. This option is available for one course, and for one time only during a student's career at Rollins.

If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below a 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. In any case, the grade point average is not affected.

Courses taken under this option may not be used to fulfill general education, major, minor, or concentration requirements. Courses with general education designations for which the CR/NC option is elected will not earn general education designations. Once the CR/NC declaration is made for a given course in a given semester, students may not later request that the CR/NC be changed to a letter grade. In a subsequent semester, students may repeat a course graded CR/NC for a letter grade, but will not earn credit hours for the course a second time. (See the College's policy on repeated courses, above.)

### Suggested Revision from Mae....

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Courses taken under this option may not be used to fulfill general education, rFLA Foundations, major, minor, or concentration requirements. Only passing letter grade courses may be used to fulfill requirements in the major, minor, concentration, general education, and rFLA Foundations. Required courses in the major, minor, and concentration that are standard credit/no credit courses, i.e. internships are an exception. Once the CR/NC declaration is made for a given course in a given semester, students may not later request that the CR/NC be changed to a letter grade. In a subsequent semester, students may repeat a course graded CR/NC for a letter grade, but will not earn credit hours for the course a second time. (See the College's policy on repeated courses, above.)

**Suggestions for revision of the One-Time CR/NC form with the option of allowing students who earn CR to repeat the course. Maybe add a checkbox next to each item for students to check that they read each.**

**By signing this form I attest to understanding the following statements.**

1. This is a one-time option for me as a student at Rollins.
2. To earn credit (CR grade), I must complete this course with a grade of C- or better. Otherwise, if I abandon, withdraw after the withdrawal (W grade) deadline, or earn a grade of D or less I will not earn credit (NC grade). I understand that other colleges viewing my transcript may equate an NC grade as a failing grade.
3. I have consulted with my faculty advisor and understand the implications it may have on my academic standing and progress toward degree completion/graduation.
4. I have consulted with the Financial Aid Office about the impact this may have on my current and future aid and scholarship, if applicable.
5. I may not use this course to satisfy major, minor, concentration, general education, or rFLA Foundations requirements per College policy.
6. I may repeat this course; however, any credits earned with a CR or letter grade in the course will only count once towards graduation.
7. Courses used to fulfill requirements in a major, minor, concentration, general education, or rFLA Foundations must be completed with a passing letter grade, unless the course is offered by the College as a CR/NC graded course then a CR grade is required.
8. I understand that by submitting my request, I cannot retract it after the deadline has passed for the one-time cr/nc in the current term.
9. I understand that the deadline to submit my request to Student Records is 5:00 p.m., on the last day of regular classes before the final exam period starts for the current term I am enrolled in the course.

**A student accused of an honor code violation may not withdraw or exercise the one-time last day of class credit/no credit option from the applicable course once the referral has been made.**

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**Suggestions for revision of the One-Time CR/NC form with the option of allowing students who earn CR to repeat the course. Maybe add a checkbox next to each item for students to check that they read each.**

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3. I have consulted with my faculty advisor and understand the implications it may have on my academic standing and progress toward degree completion/graduation.
4. I have consulted with the Financial Aid Office about the impact this may have on my current and future aid and scholarship, if applicable.
5. I may not use this course to satisfy major, minor, concentration, or general education, ~~or FFA Foundations~~ requirements per College policy.
6. I may repeat this course; however, any credits earned with a CR or letter grade in the course will only count once towards graduation.
7. Courses used to fulfill requirements in a major, minor, concentration, or general education, ~~or FFA Foundations~~ must be completed with a passing letter grade, unless the course is offered by the College as a CR/NC graded course then a CR grade is required.
8. I understand that by submitting my request, I cannot retract it after the deadline has passed for the one-time ~~or/nc~~ CR/NC in the current term.
9. I understand that the deadline to submit my request to Student Records is 5:00 p.m., on the last day of regular classes before the final exam period starts for the current term I am enrolled in the course.

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5. I may not use this course to satisfy major, minor, concentration, general education, or rFLA Foundations requirements per College policy.
6. I may not repeat this course, ~~and I will not be able to count this course for my major, minor, concentration, or general education, or rFLA Foundations. If this is a core, required course in my major or minor, I will have to change majors or drop the minor; however, any credits earned with a CR or letter grade in the course will only count once towards graduation.~~
- ~~7. Courses used to fulfill requirements in a major, minor, concentration, general education, or rFLA Foundations must be completed with a passing letter grade, unless the course is offered by the College as a CR/NC graded course then a CR grade is required.~~
- ~~9.8~~ I understand that the deadline to submit my request to Student Records is 5:00 p.m., on the last day of regular classes before the final exam period starts for the current term I am enrolled in the course.

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Students may repeat courses regardless of the grades earned. However, students will only earn credit hours for the course one time. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

### ONE-TIME LAST DAY OF CLASSES CREDIT/NO-CREDIT DECLARATION

Students may also exercise a one-time option of Last Day of Classes Credit/No Credit. In this option, students are permitted to declare a class Credit/No Credit up until the last scheduled day of classes, before the official exam period begins, for the term in which they are enrolled. This option is available for one course, and for one time only during a student's career at Rollins.

If a grade of 'C-' or better is earned, a mark of 'CR' and the appropriate number of semester hours are granted. If a grade below a 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted. In any case, the grade point average is not affected.

Courses taken under this option may not be used to fulfill general education, rFLA Foundations, major, minor, or concentration requirements. Only passing letter grade courses may be used to fulfill requirements in the major, minor, concentration, general education, and rFLA Foundations. Required courses in the major, minor, and concentration that are standard credit/no credit courses, i.e. internships are an exception. Once the CR/NC declaration is made for a given course in a given semester, students may not later request that the CR/NC be changed to a letter grade. In a subsequent semester, students may repeat a course graded CR/NC for a letter grade, but will not earn credit hours for the course a second time. (See the College's policy on repeated courses, above.)

**Suggestions for revision of the One-Time CR/NC form with the option of allowing students who earn CR to repeat the course. Maybe add a checkbox next to each item for students to check that they read each.**

**By signing this form I attest to understanding the following statements.**

1. This is a one-time option for me as a student at Rollins.
2. To earn credit (CR grade), I must complete this course with a grade of C- or better. Otherwise, if I abandon, withdraw after the withdrawal (W grade) deadline, or earn a grade of D\_ or less I will not earn credit (NC grade). I understand that other colleges viewing my transcript may equate an NC grade as a failing grade.
3. I have consulted with my faculty advisor and understand the implications it may have on my academic standing and progress toward degree completion/graduation.
4. I have consulted with the Financial Aid Office about the impact this may have on my current and future aid and scholarship, if applicable.
5. I may not use this course to satisfy major, minor, concentration, general education, or rFLA Foundations requirements per College policy.
6. I may repeat this course; however, any credits earned with a CR or letter grade in the course will only count once towards graduation.
7. Courses used to fulfill requirements in a major, minor, concentration, general education, or rFLA Foundations must be completed with a passing letter grade, unless the course is offered by the College as a CR/NC graded course then a CR grade is required.
8. I understand that by submitting my request, I cannot retract it after the deadline has passed for the one-time cr/nc in the current term.
9. I understand that the deadline to submit my request to Student Records is 5:00 p.m., on the last day of regular classes before the final exam period starts for the current term I am enrolled in the course.

**A student accused of an honor code violation may not withdraw or exercise the one-time last day of class credit/no credit option from the applicable course once the referral has been made.**

Suggestions for revision of the One-Time CR/NC form ~~with the option of allowing students who earn CR to preventing students from repeating~~ the course. Maybe add a checkbox next to each item for students to check that they read each.

By signing this form I attest to understanding the following statements.

1. This is a one-time option for me as a student at Rollins.
2. To earn credit (CR grade), I must complete this course with a grade of C- or better. Otherwise, if I abandon, withdraw after the withdrawal (W grade) deadline, or earn a grade of D or less I will not earn credit (NC grade). I understand that other colleges viewing my transcript may equate an NC grade as a failing grade.
3. I have consulted with my faculty advisor and understand the implications it may have on my academic standing and progress toward degree completion/graduation.
4. I have consulted with the Financial Aid Office about the impact this may have on my current and future aid and scholarship, if applicable.
5. I may not use this course to satisfy major, minor, concentration, general education, or rFLA Foundations requirements per College policy.
6. I may not repeat this course, and I will not be able to count this course for my major, minor, concentration, general education, or rFLA Foundations. If this is a core, required course in my major or minor, I will have to change majors or drop the minor; however, any credits earned with a CR or letter grade in the course will only count once towards graduation.
- ~~7. Courses used to fulfill requirements in a major, minor, concentration, general education, or rFLA Foundations must be completed with a passing letter grade, unless the course is offered by the College as a CR/NC graded course then a CR grade is required.~~
- ~~8.7.~~ I understand that by submitting my request, I cannot retract it after the deadline has passed for the one-time cr/nc in the current term.
- ~~9.8.~~ I understand that the deadline to submit my request to Student Records is 5:00 p.m., on the last day of regular classes before the final exam period starts for the current term I am enrolled in the course.

**A student accused of an honor code violation may not withdraw or exercise the one-time last day of class credit/no credit option from the applicable course once the referral has been made.**

## Peer Institutions

### **Research on comparable policies of the Late Credit/No Credit option and/or Repeated Course Work policy**

#### Colorado College

##### Retaking Courses

Students may repeat a course in which they did not receive a passing grade. Such repetition may be required if a student received a “D+” or lower grade in a course in the major field, or a prerequisite requirement. Students may retake a course in which they received a passing grade. However, credit will be awarded only once, and both grades will be calculated into the appropriate GPAs.

##### Credit and Grades

The unit represents the academic work of a single block of three-and-one-half weeks. There are eight blocks in the academic year, and under normal circumstances a student can earn eight units of credit per year and 32 units in four years. Each unit is equal to four semester hours or six quarter hours. Adjunct courses provide .25 unit credit each, and extended-format courses provide up to .5 unit per semester. The January half-block allows students to earn .5 unit of credit.

Any first-year student who enrolls for fewer than eight blocks, and any other student who enrolls for fewer than seven blocks, must have the prior approval of the registrar’s office within the first two weeks of the semester of reduced enrollment.

The college provides a two-track system for all students. In a given course, students may choose to be graded by either the designation of A, A–, B+, B, B–, C+, C, C–, D+, D, and No Credit (G Track) or the optional system S/CR/NC (P Track). S = A through C–; CR = D+ or D; NC = No Credit. For purposes of computing the grade point average, the following schedule will be used: A = 4.0; A– = 3.7; B+ = 3.3; B = 3.0; B– = 2.7; C+ = 2.3; C = 2.0; C– = 1.7; D+ = 1.3; D = 1.0; and NC = 0.0.

P Track passing grades are not calculated in the GPA; however, a grade of NC under either grade track option is calculated in the GPA. **D+ and D grades under both G and P Track options do not fulfill all college requirements (critical perspectives, college-level language, writing proficiency, departmental major, minor, or prerequisites). They will count toward fulfillment of the 32 unit requirement.** There are no restrictions placed on the number of courses a student may choose under each option. However, students are expected to choose the option by which they wish to be graded at the time they register for courses. No change in the grading option is permitted after the fourth day of class without extenuating circumstances. Students who do not choose a grading track for a course are automatically assigned to the G track by the registrar’s office. A student may, with permission of the course professor, audit (Z Track) a course. No credit toward graduation will be awarded, but the audit, if completed successfully, will be recorded on the student’s transcript.

### Incomplete and Excused Grades

After the second Tuesday of the course, students who want to drop a course must petition for a grade of Excused with a registrar. Normally, a grade of Excused will not be approved unless the student is passing and there are extenuating circumstances, such as illness or injury, that have affected the student's progress in the course. The student must state a specific reason for requesting an Excused, and the instructor's recommendation must be recorded. The registrar's office will make the final decision.

## **Elon University**

### Dropping courses

A student may officially drop any class with a "W" (withdrawal without penalty) through half of the term. (A "term" includes the examination period.) The withdrawal period applies to the regular semesters, classes taught for one half-semester, winter term and the summer sessions. After that date no class may be dropped. Any exception to this policy is the responsibility of the appropriate academic dean's office.

A student who withdraws from the university, for any reason (except for a medical reason), receives grades of "W" if the withdrawal is before the designated half-term time period. After this time a student will receive a "W" or "F" depending on his/her grades at the time of withdrawal. A student who withdraws from the university with a medical withdrawal will receive a "WD."

**Note:** A medical withdrawal means the student is dropping ALL classes and leaving the university for that term. The student must reapply for admission.

### Repeating courses

When a student repeats a course, the second course grade, whether higher or lower, is calculated in the GPA. Since all coursework is reflected on the transcript, both grades for the course show up, but only the second grade is calculated in the GPA. A course in which an "F" was received due to a violation of the Academic Honor Code may be repeated; however, the original grade will count in the cumulative GPA.

## **Furman University**

### Late Requests

Deadlines for adding/dropping/withdrawing classes and declaring pass/no pass status are posted for each semester on the [Registrar](#) website. It is the student's responsibility to process these requests by the posted deadlines by submitting the appropriate form to the Registrar's office. When students miss these deadlines, they must submit the appropriate form ([CAP form](#), [Course Withdrawal Request](#), or [Pass/No Pass Request](#)), with all necessary signatures, to the Office of the Associate Academic Dean along with a

completed [Academic Regulation Exception](#) form. The request will then be considered by the Associate Academic Dean and students, advisors, and instructors will be notified of the decision via email.

<http://www.furman.edu/academics/academics/academic-resources/Documents/Pass-No%20Pass.pdf>

### **Gettysburg College**

The College offers a satisfactory/unsatisfactory grading option. This option is intended to encourage students to be adventurous intellectually in courses with subject matter or approaches substantially different from their prior academic experience or attainment. An S signifies satisfactory work, and is given if a student performs at the C- level or higher; a U signifies unsatisfactory work, and is given for work below the C- level. Courses graded S/U do not affect a student's quality point average, but a course completed with an S grade will count toward the total number of courses needed for graduation. A student may elect to take a total of six courses on an S/U basis during his or her four years at Gettysburg College; however, no more than two S/U courses may be taken in any one year. This grading option may not be selected for requirements for graduation, or for courses taken in a student's major field. Exceptions may be made with regard to the major in cases where a department specifies that a particular course is available under the S/U grading system only, and in cases where the student declares the major after taking the course. A student must choose the S/U grading option during the first ten class days of the semester.

When a student registers for and completes a course which he or she has already taken at Gettysburg College, both the credit and the grade previously earned are canceled, but they are not removed from the permanent record. The credit and grade earned in repeating the course are counted toward the student's requirements.

A grade of Inc (Incomplete) is issued through the Office of Academic Advising when emergency situations, such as illness, prevent a student from completing the course requirements on time. The missing work must be completed by the end of the add/drop deadline of the semester following the one in which the incomplete was incurred.

A student who withdraws officially from a course after the ten-day add/drop period, but within the first eleven weeks of the term, receives a W (withdrew) grade. If a student withdraws from a course during the last five weeks of the semester, he or she will receive an F (failure) in the course. A student who withdraws officially for medical reasons receives a W regardless of the time of withdrawal. The W grade is not used in computing averages.

The symbol N/F is used in cases where a student registers for a course but does not attend or participate in the course and then fails to withdraw properly. It is assigned 0 quality points and is used in the GPA.

## **Rhodes College**

### **Withdrawal from Class**

Students withdrawing from a course between the beginning of the fourth week and the end of the ninth week of a semester will receive either a grade of WP (withdrew passing) or WF (withdrew failing). Neither grade is computed in the student's grade point average.

Withdrawal from a course is not official until the appropriate form with all required approvals is submitted by the student to the Registrar's Office. A request to withdraw from a class which does not receive the approval of the instructor and the faculty advisor may be appealed to the Standards and Standing Committee.

The request to withdraw from a class after the ninth week requires the approval of the Standards and Standing Committee in addition to the approvals of the instructor and the student's faculty adviser. Students are expected to continue to attend classes until there is official notice that the request for withdrawal from class has been approved. No request for withdrawal from a class will be considered after the last day of classes.

Unauthorized withdrawal from any class constitutes a failure in the course. A student who withdraws from all courses in a semester is considered to be withdrawn from the college and must follow the appropriate procedure described below.

No student will be permitted to withdraw from a course in which he or she is under investigation for violating the Honor Code until the alleged violation has been adjudicated. A student may not withdraw from a course in which he or she has been found "In Violation" of the Honor Code.

## **Southwestern College**

<http://www.southwestern.edu/academics/registrar/catalog/cat2015/index.html#29/z>

Unable to copy from catalogue, but link is on page 22 and 29 for southwestern.

## **Stetson University**

### **Pass/Fail Option**

Most Stetson University courses award grades at the end of the course using a scale of A through F. Some courses are offered regularly that are credited on a Pass/Fail basis. In addition, students may elect to take as Pass/Fail two courses that are normally awarded a grade. Limitations on which courses the option may be applied to are outlined later in this document.

A course that is normally offered as Pass/Fail does not count as one of the two that may be taken with this option. Travel courses taken with Stetson faculty may also be taken Pass/Fail without counting as part of the two options generally available to students.

When you exercise the Pass/Fail option for a course, the instructor will submit a final grade of P if your work would normally receive a grade of D- or higher. If your work would normally receive a grade of F, you will be given an F. Courses receiving a P will increase the number of credits you have earned, but they will not affect your grade point average (GPA). If you earn an F, the credits are included in the total credits attempted and it does lower your GPA.

### **Limitations**

You may **NOT** apply the Pass/Fail option to any of the courses in the following list. There are exceptions to this list for travel courses taken with Stetson faculty.

1. Courses required for the major may not be taken pass/fail. A course offered by the major department that will not be used to satisfy any requirement for the major may be taken Pass/Fail with permission from the Dean.
2. Courses required for a minor may not be taken pass/fail.
3. Courses applied toward the following General Education requirements may not be taken pass/fail.
  - a. First-Year Seminar,
  - b. Writing (ENGL 100, ENGL 101, ENGL 109 or a Writing Intensive course being used to satisfy the Writing Requirement),
  - c. Quantitative Reasoning, and
  - d. Junior Seminar.

A Quantitative Reasoning course or Junior Seminar may be taken Pass/Fail, but it will not satisfy the General Education requirement.

### **Travel Courses**

Travel courses that are offered with Stetson faculty may be taken Pass/Fail without counting as part of the two options generally available to you. For Art & Sciences and Music, a travel course that is taken Pass/Fail may be used to satisfy a requirement for a major or minor. Students in the School of Business need permission from the Dean to take a travel course Pass/Fail.

### **Exercising Option**

To exercise this option, you must obtain a Pass/Fail form from the Office of the Registrar, and return it to the Registrar by the end of the last day to drop a course without academic penalty. Corresponding dates for summer terms will be noted in the academic calendar. The deadline for signing up for the Pass/Fail option is late enough that you should not rush into it. You should have frank discussions with the course instructor and your adviser prior to exercising this option.

### **Course Exclusion Option**

If you are an undergraduate, you may elect to have the grade and the credit earned, or attempted in the case of failure, for one course excluded from credit toward graduation and from inclusion in your GPA. An excluded course, with the grade earned, will remain on the transcript and be designated as "E" or "excluded from GPA." An excluded course may not fulfill any requirement, nor will it count toward credits/units needed for

graduation. This may result in having to take additional courses to meet graduation requirements.

Although an excluded course will not affect your cumulative GPA, the grade received and associated credit(s)/unit(s) will be used in the GPA calculation for academic honors. If you apply to a graduate program or a professional school, the school you are applying to may recalculate your GPA with the inclusion of the excluded grade.

The Course Exclusion option may not be used for a grade (passing or failing) in First-Year Seminar, nor may it be used with a course taken during the last semester prior to graduation.

To exercise this option, you must apply for Course Exclusion after the grade for the course has been posted, and no later than the last day of classes of the next regular semester of enrollment (excluding summer) after the course was completed. Apply for the option using the Course Exclusion form available in the Office of the Registrar. The option requires the approval of your academic dean, so drop the completed form off at the Dean's office prior to the deadline. The Dean will notify you of whether the request is approved, and will send approved forms to the Registrar's Office for processing.

You may retake a course that the Course Exclusion option has been applied to. If you received a passing grade on the first attempt, retaking it does NOT count toward the limit of one passed course that may be retaken ([Retaking a Passed Course](#)).

The Course Exclusion option and the option to [retaking a Passed Course](#) replace the F-Forgiveness option starting fall of 2010. If you have already used F-Forgiveness twice, then you may not use the Course Exclusion option. If you used F-Forgiveness only once, then you may use the Course Exclusion option or the option to retake, but not both.

### **Rules for Students Reentering the University**

The Course Exclusion option is available to you if you are reentering the University after suspension or another leave-of-absence, provided you have not already used it, and you did not use the F-Forgiveness option twice. If you wish to use it for a course taken during the last semester in which you earned final grades prior to the leave-of-absence, then you must apply before the end of your first semester back at Stetson.

If your leave-of-absence began before Fall of 2010, then you have the option of using Course Exclusion for courses completed prior to your last completed semester at Stetson, but you must apply for the exclusion before the end of the Add period of the semester in which you return.

### **Financial Aid**

Federal regulations allow a student to receive federal aid for one repeat of a previously passed (any grade higher than an F) course. Any one of the following three actions would count as the one allowed repeat under those regulations.

- Retaking ENGL 100, 101, or 109 because a grade between D- and C- was earned.
- Using [Course Exclusion](#) on a course that you passed, and then retaking the course.
- Using the option to [Retake a Passed Course](#).

It is a good idea to discuss any potential plans for repeating a previously passed course with a counselor in the Financial Planning Office.

## **Trinity University**

Withdrawals will be effective on the date the student delivers a completed Withdrawal Form to the Registrar's Office during regular business hours. Some possible consequences of withdrawing from a course are 1) loss of tuition and fees paid for the course, 2) loss of work study hours, 3) loss of on-campus housing, and 4) loss of some veteran's benefits.

## **Grade Forgiveness**

Students will be permitted to repeat a course in which they have received either an F or D grade. Students who desire to repeat a course in which a C- or better was earned must receive approval from the Vice President for Academic Affairs prior to registering for the repeated course. The first grade will be deducted from the attempted and earned cumulative totals but will not be physically removed from the permanent record. For all repeated courses, the last grade only will be computed in cumulative totals and grade point average. Students are responsible for indicating at the time of registration that they are repeating courses. Applied music and independent or directed study courses are exempted from the grade forgiveness policy and may not be repeated. Students may not repeat courses at another institution and transfer the grade back to Trinity College.

## **Sewanee – University of the South**

A course dropped during the first four weeks of classes is not entered on the student's record.

- d. A course dropped after the fourth week of classes, but before the Tuesday following the first Monday in November (for the Advent semester) or the Tuesday following the first Monday in April (for the Easter semester) is recorded on the student's record with a grade of W, which does not count in the grade point average. After mid-semester, when changes of this kind are generally not advisable, the signature of the Associate Dean of the College is also required.
- e. A course dropped later than the first Monday in November (for the Advent semester) or the first Monday in April (for the Easter semester) will be recorded on the student's record with the grade of WF, which is counted as a grade of F. Exceptions may be made (with the approval of the Associate Dean of the College and/or the College Standards Committee) only when there is clear evidence of such compelling circumstances as serious personal illness or death in the family.
- f. Students are responsible for the accuracy of their course registrations. They may check their class schedule on the web at any time through their student account. No change in registration is official until it has been submitted and accepted online or until the proper form, bearing the appropriate signatures, has been received and recorded by the University Registrar's office.

### **Pass/Fail Courses**

Juniors and seniors with at least a 2.00 GPA may take one graded course each semester on a pass/fail basis. Pass/fail designations must be made before mid-semester. No required course or prerequisite for a required course may be taken pass/fail. This means

that a student who has completed all major or minor requirements but who wishes to take an additional course or courses in the field of the major or minor may be allowed to do so. Of the thirty-two full courses needed for graduation requirements, no more than four may be taken pass/fail. A few regular courses in the college are offered on a pass/fail basis only, but these are not restricted to juniors and seniors and do not affect a student's eligibility to take other courses on this basis.

Students should establish as early as possible in the semester which, if any, courses will be taken on a pass/fail basis. Up until mid-semester a course may be established as pass/fail with the approval of the faculty advisor and the course instructor. Given the time span for declaring a course pass/fail, students are not allowed to declare a course pass/fail after the deadline. With the permission of the instructor, a student may change from pass/fail to normal grading up to two weeks after mid-semester.

A senior with a 2.00 GPA or higher may take all courses on a pass/fail basis during the semester in which the comprehensive examination is scheduled, subject to the restrictions in the first paragraph.

The grade P, for pass, does not affect the grade point average. If a student fails a pass/fail class, the grade counts as an F.

<http://www.sewanee.edu/media/academics/catalogs/SewaneeCatalog2014.pdf>

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## **Villanova University**

### **S/U Grades: Satisfactory/Unsatisfactory Option**

Grades of Satisfactory (equivalent to a "C" or better) and Unsatisfactory (equivalent to a "C-" or worse) are shown on the transcript but not included in the quality point average. Sophomores, juniors, and seniors may take one elective course a semester on a satisfactory/unsatisfactory basis. The Satisfactory/ Unsatisfactory (S/U) option may not be used for courses that fulfill core, major, or minor requirements, but individual departments may offer the major seminar on a S/U basis. Credits for courses with Satisfactory (S) grades are included in credits earned. Students must opt for S/U by the end of the drop/ add period by using the paper form available in the Office for Undergraduate Students and in the Office of the Registrar. Unsatisfactory (U) grades need not be repeated. Any withdrawal from a S/U course must be submitted to the Office for Undergraduate Students by the authorized Withdrawal (WX) deadline for that semester. A course taken as S/U is counted as a course for course overload purposes.

### **WX Grade**

The grade WX indicates an authorized withdrawal; the grade is not considered in the calculation of the GPA and tuition will not be refunded. The last day for Authorized Withdrawal Without Academic Penalty (WX grade) is published on the official University calendar and usually occurs after mid-term grades have been submitted and during the academic advising and course selection period for the upcoming semester. Authorization for such withdrawal may be given only by the Assistant Dean for Undergraduate Students.

### **F Grade**

Required courses carrying a final grade of F must be repeated unless the student transfers to another college of the University where the course for which the F grade was received is not a requirement for the degree. The reasons for student deficiencies are reported by the faculty member at mid-semester and at the end of the semester to the Office for Undergraduate Students.

#### **W Grade**

Withdrawal after the official deadline is indicated by a W grade, withdrawal with academic penalty. The grade is calculated as an F in determining the GPA.

#### **Y Grade**

The grade Y is given when a student unofficially withdraws from a course (usually stops attending class). It is reflected in the grade point average (GPA) as an F. If a course is repeated, then the grades in both courses will be included in the GPA calculation. **A first-year student** will receive a grade of Y (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

[http://www1.villanova.edu/content/villanova/arts/undergrad/enchiridion/jcr\\_content/widgetiparsys/download/file.res/2015-2016%20Enchiridion.pdf](http://www1.villanova.edu/content/villanova/arts/undergrad/enchiridion/jcr_content/widgetiparsys/download/file.res/2015-2016%20Enchiridion.pdf)

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### **Willamette University**

#### **Credit/No Credit**

To be eligible to take courses on a Credit/No Credit basis, a student must be a full-time student, unless they are a last semester senior, in good academic standing. They must also have successfully completed three credits at Willamette during the previous semester. An eligible student may declare a total of three credits to be recorded on a Credit/No Credit basis. Under no circumstances may a letter grade that has been recorded Credit/No Credit be revealed, even by petition. (Courses which have been designated exclusively for Credit/No Credit grading are not included among those courses a student may elect to declare.) Credit (CR) is equivalent to grades of A through C-minus. No Credit (NC) is equivalent to grades of D-plus and below. CR grades will count as part of the 31 satisfactory credits required for graduation, but CR grades are not computed in the grade point average.

After signing up for courses in the regular manner, students desiring to take a course on a Credit/No Credit basis will file the appropriate form in the Registrar's Office before the following deadlines: (1) for full-semester courses, 30 class days after the first day of classes; (2) for half semester courses, 15 class days after the first day of class. Once filed, this form may not be withdrawn or amended.

After the Credit/No Credit forms are filed and for the remainder of the semester, they shall be considered as privileged information. The Registrar may not reveal their existence to the instructor concerned or to anyone else. At the end of the semester, instructors will turn in letter grades in the usual fashion. The Registrar will then change the grade to CR or NC in the appropriate cases.