



## Conversion to Credit/No Credit (CC/NC) Grade Request

Student's Name: \_\_\_\_\_  
*(Print Clearly)*

Class Year: \_\_\_\_\_

Course Number: \_\_\_\_\_

Section: \_\_\_\_\_

Semester and Year: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

### Conditions for use of the Conversion to Credit (CC) grading option:

- The student must have fewer than 15 earned credits toward a Wabash degree (including transfer credits or exam credits awarded) at the time of the request.
  - Students with fewer than eight (8) credits may use this option in any course other than FRT-101 Freshman Tutorial, FRC-101 Enduring Questions, and ENG-101 Composition.
  - Students with at least eight (8) but fewer than fifteen (15) earned credits may only use this option for courses numbered at the 200-level or higher.
- The option can be used no more than twice by any student, and in only one course in a single semester.
- The option applies to courses, not credits, i.e. using the option in a ½ credit course counts as one of a student's two uses.
- Any passing grade earned in the course, i.e. D or higher, receives a grade of CC and earns credit toward graduation.
- Any failing grade in the course receives a grade of NC and receives no credit.
- Neither of the grades of CC nor NC have an impact on the student's cumulative grade point average.
- Credit from a course with a grade of CC cannot count toward the stated requirements of a major or minor, but may count toward collateral requirements of a major or minor at the department/program chair's discretion.
- Courses with a CC grade do not count as fulfilled prerequisites for other courses. Courses with a CC grade may be retaken for a letter grade under Wabash's course retake policy.
- Credit from a course with a grade of CC can count toward a distribution requirement, but no more than one credit with a grade of CC can be applied to a single distribution area for a student.
- Once the CC/NC grading option has been used and a CC or NC is awarded, the grade is final. The grade cannot later be reverted back to a letter grade under any circumstances.

**See the Academic Calendar for the beginning and ending dates for filing a request for Conversion to Credit grading in a semester.**

*I accept my responsibility to maintain full participation in the above-named course until it has ended. I understand that the learning experience of all the students in this course depends in part on the engagement of each participant, including me, and I will respect my instructor and my peers by continuing to give the best effort I can. I also understand that it is the instructor's prerogative to WEIGH MY ATTENDANCE, ENGAGEMENT, AND PARTICIPATION THROUGHOUT THE DURATION OF THE COURSE WHEN DECIDING UPON MY FINAL GRADE. AS SUCH, I UNDERSTAND THAT FAILURE TO ENGAGE WITH THE CLASS THROUGHOUT THE SEMESTER COULD LEAD TO an NC (no credit) grade.*

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

