

Guidelines for the Credit/No Credit Grade Option (CR/NC) Undergraduate Students Only

Directions: Student must submit completed form to Academic Advisor at least 3 business days before university deadline. Academic Advisor will email completed form to records@utsa.edu for processing

STUDENT INFORMATION

Term: Fall Spring Summer Year: _____ myUTSA ID: _____
Student's First Name: _____ Middle: _____ Last: _____
Phone: _____ Preferred Email: _____
CRN: _____ Subject: _____ Course #: _____ Section #: _____

MANDATORY SECTION

All of the following items **must be checked** indicating an affirmative answer in order to be eligible for the credit/no credit grade option in the course listed below:

- I understand that a maximum of 24 semester credit hours may be attempted under the credit/no credit (CR/NC) grade option, and this course is within the limit.
- I understand that this course will appear on my UTSA permanent record with a grade of "CR" if I earn a grade of "A+", "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-"; "NC" if I earn a grade of "F"; "W" if I drop before the automatic "W" date; and "IN" if the grade turned in by my instructor is incomplete, none of which affect my grade-point average at UTSA.
- I understand that I cannot change my decision to take this course under the credit/no credit grade option after the end of the eighth week of the Fall and Spring semesters. Information on deadlines for Summer terms can be found in the University Calendar in the online registration instructions for each semester.
- I understand that I cannot have a CR/NC grade changed to a regular grade or vice versa once the grade is awarded.
- I understand that only free electives (courses not used in the major, minor, core, or support work) may be taken under the credit/ no credit grade option. Courses to be applied to Core Curriculum, major, minor, or support-work requirements must be taken on a regular grade basis or mandatory credit/no credit basis as specified in the Undergraduate Catalog degree requirements.**
- I understand that courses with CR/NC grades may not be counted toward the 30 semester credit hour minimum UTSA residency requirement by students who transfer to UTSA for their last 30 semester credit hours.
- I understand the policies related to the credit/no credit grade option and my signature affirms this understanding.
- I understand that some law, medical, other professional, and graduate schools, place students who have taken courses on a credit/no credit basis at a disadvantage in computing grade-point averages for admission.
- I understand that hours earned for CR/NC cannot be applied to University Honors requirement.
- I understand that the CR/NC option is not available if I have previously received a letter grade.
- I understand that a course taken CR/NC cannot replace a letter grade.

Consult the current [UTSA Student Policies](#) for all applicable information concerning CR/NC grade option.

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myUTSA ID: _____ Student's First Name: _____ Last: _____



SIGNATURES 

Student: _____ Date: _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

The following is to be completed by the Academic Advisor:

I verify that this course is a free elective and eligible for the credit/no credit option: Yes No

Advisor: _____ Print Name: _____ Date: _____