

Credit-No-Record Policy

Date Effective: Fall 2014
Issued By: Faculty Senate
Contact: Registrar's Office, 814-393-2229

Purpose:

To permit a student to take course for credit that would not affect their grade point average.

Policy:

After students have earned a minimum of 30 semester hours of credit and are in good academic standing, they may schedule a maximum of six courses or 18 semester hours for credit-no record. One such course may be taken each semester or summer session. Credit-no-record is not available for winter intersession. This regulation does not apply to internships in the cooperative education program. All such internships are automatically credit-no record. Students cannot take credit-no-record for courses in their major, minor or certificate programs. Business students are not permitted to take any business courses, MATH 131 or MATH 232 for credit-no record.

Satisfactory work in a credit-no record course shall be shown on the transcript as CR, with no record and no credit for less than satisfactory work. Satisfactory work is defined as the equivalent of C grade or better under the letter grading system in use by the university. Students who desire to have a credit-no-record course changed from CR to a letter grade must retake the course. Credit-no record courses are counted in determining the course load for a semester. Refer to the Registrar web page for submission deadlines: <http://www.clarion.edu/academics/registrars-office/for-students/index.html>

Procedures:

- a. Students may locate credit-no-record forms in the Office of the Registrar or online at: <http://www.clarion.edu/registrar/forms>
- b. Credit-no-record forms require the signature of the student's advisor.
- c. Once a student has completed the form and has obtained their advisor's signature, they may submit the form to the Office of the Registrar.