

Clarion University of Pennsylvania
Credit-No Record

Credit-No Record Instructions 1. Students must type directly on this form or print legibly 2. Obtain advisor's signature 3. Return form to: <i>Clarion Campus</i> 148 Becht Hall Fax: 814-393-2039 registrar@clarion.edu <i>Venango Campus</i> Venango Administration 200 Frame Hall Pittsburgh Site Room 334	Check that the following Conditions have been met BEFORE taking a Class Credit-No Record: <input type="checkbox"/> Students cannot take courses in their major, minor or certificate programs credit-no record <input type="checkbox"/> Business students cannot take business courses, MATH 131, or 232 credit-no record <input type="checkbox"/> Maximum of one course can be taken as credit-no record per semester <input type="checkbox"/> At least 30 college credits must be earned before taking a course credit-no record <input type="checkbox"/> Students must be in good academic standing to complete a course as credit-no record <input type="checkbox"/> Students can only complete a total of 18 credits as credit-no record in their entire undergraduate career at Clarion
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Name _____ Clarion ID _____

Term:
 Fall Spring Summer 1 (3 week) Summer 2 (5 week) Summer 3 (5 week) Year _____

Plan/Major _____ Minor _____

I hereby declare my intention to take the following course for credit-no record:

Course Title	Catalog#	Credits	Instructor
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I affirm that I have met the above conditions. I understand that this option cannot be rescinded under any circumstances.

****It is your responsibility to verify the form has been processed in your online student account.***

Student's signature _____ Date _____

Advisor's signature _____ Total credits earned _____

****If your advisor is unavailable, please obtain your department chair's signature.***

Satisfactory work in a credit-no record course will be shown on the transcript as CR, with no record. No credit will be awarded for less than satisfactory work. Satisfactory work is defined as the equivalent of C grade or better as defined by the university grading system and is not included in QPA.