

Credit/No-Credit Declaration

CLA students: Submit to the Office of the Registrar by email or in Carnegie Hall (2nd floor)

HOLT undergraduate students: Submit to your Holt advisor by email or in Carnegie Hall (2nd floor)

Student Name: _____

R -Number: _____

Term: Fall Spring Summer Maymester

Term Year: _____

Student Type: College of Liberal Arts Hamilton Holt School

CRN <i>(ex: 90060)</i>	Subject <i>(ex: BUS)</i>	Course <i>(ex: 100)</i>	Section	Title	Instructor's Name

Undergraduate students may elect to take a course on a credit/no-credit basis by submitting this form to the Office of the Registrar by the published deadline. This is usually no later than the 10th day of each term—see the official academic calendar for specific dates. The following conditions apply:

1. 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 If a grade below 'C-' is earned, the course is abandoned, or the course is withdrawn from after the penalty deadline, a mark of 'NC' is granted.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.
2. 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.
3. 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 Repeated Course catalog policy).
4. No more than one (1) course per term may be credit/no-credit, and a maximum of four (4) such courses may count toward graduation.

Check here if electing a One-Time Late Credit/No Credit

- **CLA submission deadline:** 5:00 p.m. on the last day of regular classes
- **Holt submission deadline:** Prior to the final exam for the class
- This option is available for one course and **for one time only during the student's career at Rollins.** Conditions #1-3 above also apply.
- 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.
- **Students are responsible for discussing the late credit/no-credit option with their academic advisor and Financial Aid to understand implications on degree progress and aid.**

Student Signature: _____ Date: _____

By signing, I verify that I understand the statements above, have consulted with my advisor and Financial Aid about the impact of this change, and request that the course listed above be taken on a credit/no-credit basis.

Advisor Signature: _____ Date: _____

(If advisor is the course instructor, please see the Dean of Faculty)