

## Credit/No Credit Option Form

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009

**Policy:** Deadline to submit this completed form is the last day to add a class for the term.

Please check the calendar for the term you are requesting for.

- Fall/Spring Calendar:
- Summer Calendar:
- Winter Calendar:

**Instructions:**

1. You must be registered for the course prior to submitting this form.
2. Major Advisor's signature is required for Credit/No Credit Option.
3. Once you complete this DocuSign form, it will automatically route to the Major Advisor you have inputted for approval.
4. If declined approval, you will receive a DocuSign "Declined" email with the decline reason.
5. If approved
  - a. It will then route to the Registrar's Office for processing.
  - b. Once processed, you will receive a DocuSign "Completed" email along with an attachment of the completed & processed form. **Do not forward a copy of this to the Registrar's Office.**
  - c. To confirm processed, you can go to *MySJSU* → *My Class Schedule* → *Select the Term* and then look under *Grading* for the class you have requested.

SJSU ID: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Last First Middle

SJSU Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Academic Career: \_\_\_\_\_

Major: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I desire to take this course for CREDIT / NO CREDIT in the following term:**

5-digit Class #	Subject area & Catalog# e.g. ENGL 100A			Section #	Units	
Year:	<input type="checkbox"/> Summer	<input type="checkbox"/> Session I	<input type="checkbox"/> Session II	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring

**I understand that once this form is signed and submitted, I will NOT have the option to revert the credit/no credit back to a letter grade once the deadline, to submit this form, has passed.**

**NOTE:** This option is available to JUNIOR, SENIOR level and POST BACCALAUREATE students only. The course taken for a CR/NC option must be OUTSIDE THE MAJOR, MINOR, and GENERAL EDUCATION (GE) REQUIREMENTS.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Advisor's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Comments:

**Registrar Office**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Processing Comments: CR NC DSv072020