

Change Letter Grade to Credit/No-Credit



Please complete **ALL** information below. This form **MUST** be submitted via email from your official "@smail.astate.edu" student email account to the Office of the Registrar. If there are multiple courses, you **MUST** complete one form for each course.

If your A-State student email is your default email account, you may use the submission button on this form. You can access your student email account via the myCampus portal found on the A-State website.

For students graduating in Spring 2020, the deadline to submit this form is Thursday, May 28th. For all other students, the deadline to submit this form is Friday, August 21st.

Course prefix, course number and course title can be found on your student schedule in Banner Self-Service.

Full Student Name: _____ Student ID#: _____

Course Prefix (e.g. ENG, HIST): _____ Course Number: _____

Complete Course Title: _____

Please read the statements below carefully! Check any that apply to you.

I **do not** participate in Club Sports or Sponsored NCAA Sports.

I **do** participate in Club Sports or Sponsored NCAA Sports. I have checked with my coach/athletic advisor on how this may impact my eligibility

I have visited with my major advisor and understand how this change might impact my course and program prerequisite eligibility and future graduate/professional school opportunities.

I have checked with Financial Aid and Scholarships. I understand how this change might impact eligibility for financial aid and scholarship funds.

I receive VA benefits. I have checked with my VA advisor to understand how this change might impact my eligibility for financial assistance.

I am an Honors student. I have checked with the Honors Program Director to understand how this change might impact my eligibility to participate in Honors.

I may want to transfer in the future. I understand that some colleges and universities may not accept courses where the grade is CR/NC.

I have reviewed the university repeat policy. I understand if I am using this course for a repeat, it might not bring up my GPA as much as it would if I kept the letter grade.

I participate in Greek Life or other extra curricular activities. I have met with the appropriate university official/sponsor and understand how this change will affect my participation.

I have reviewed the FAQ page (<https://www.astate.edu/safety/novel-coronavirus/credit-no-credit/>) and Undergraduate Bulletin policies on academic standing and honors. I understand this may impact my eligibility to earn honors designations. I understand the GPA requirements for academic standing (good, probation, suspension) and know this decision may impact my standing.

I receive scholarships from sources outside of the university. I have contacted them to understand how this change may impact my eligibility.

I have read all of the statements above and have checked with the necessary individuals. By submitting this form, I understand this is a one-time change and understand the consequences of making this request.

Student Approval (Type Name): _____

Date: _____

SUBMIT