

CREDIT/NO CREDIT COURSE REQUEST

(8/10)

This form is to be used by CSU International Programs (IP) participants who are requesting to have a course taken abroad reported as a Credit/No Credit (CR/NC) to their home campus in compliance with regulations governing CR/NC, which are explained in the Participant Guide and listed below. Once completed and signed, give the form to the Resident Director or Coordinator. If there is no Resident Director or Coordinator at your host university, give this form to a host university official at the International Office who will forward the form to the Office of International Programs (OIP), for consideration.

I, _____ having read, understood, and agreed to comply with the
 PRINT: First name Last name
 regulations governing Credit/No Credit (CR/NC) listed below, wish to have the following course reported to my home CSU campus as a CR/NC:

Course number	Course title	
Term the course was taken	Start date of course (month/day/year)	Final exam date (month/day/year)

I understand that it is my responsibility to ensure that I comply with campus regulations governing Credit/No Credit (CR/NC) for the course above and that once this form is approved by the OIP, this decision is final.

My host university is: _____ My home campus is: _____

IP Policy on Credit/No Credit:

1. All courses must be taken for a regular grade at the host university; however, via this form, students may designate one course per semester for a maximum of six semester units for the year to be reported to the home campus as a CR/NC.
2. Requests must be consistent with CR/NC regulations set by the student's home campus and major department. Normally, courses fulfilling major requirements must be taken for a letter grade.
3. CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses. NC is assigned for D+ through F in undergraduate courses, C+ through F in graduate courses, contingent upon compliance with #2, above.
4. Approved requests are final, and will be reported to the student's home campus as a CR/NC which will appear on student's CSU academic record. CR/NC grading symbols have no effect on the grade point average.
5. Language courses which are local or native in countries where the national language is not English do not qualify for the CR/NC option and will be reported to the student's home campus using letter grades except when approved by the OIP.
6. CR/NC requests must be submitted to the OIP at least four weeks prior to the scheduled final examination date for courses which are two or more months in length. If the course is less than two months in length, requests must be submitted at least two weeks prior to the scheduled final examination date. Forms must be received in the term that the course was taken.
7. Incomplete forms, which omit the information requested above and/or signatures and dates below will not be considered.

Student's signature _____
Date (month/day/year)

Form was received by:

Program (Resident Director/Coordinator) or Host University Official
(Printed name and signature) _____
Date that form was received by program or
host university official (month/day/year)

To the Resident Director/Coordinator or Host University Official: Forward this form to the OIP immediately after form is received.
 To the student: Keep a copy of the form with signatures for your records.

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For IP Office Use Only	
OIP received form on: _____	
Approved: _____	Not Approved: _____
OIP Staff: _____	Date: _____