



Pass/No Credit Form

Student Name: _____ ID#: _____ Sem/Year: _____

GPA (must have a 2.0 GPA or higher): _____

Course information (only one course may be taken for Pass/No Credit each semester):

| Department | Course # | Course Name | Start/End Date | Credit Hours |
|------------|----------|-------------|----------------|--------------|
| | | | | |

Previous courses taken as Pass/No Credit (max 2 courses for students enrolled in an associate's program, 4 courses for students seeking a bachelor's degree): _____

Please keep in mind the following policies related to the Pass/No Credit option:

- A passing grade of P is recorded on the transcript for a course in which acceptable work was done. Grades of P are not included in the computation of grade point averages.
- An unsatisfactory grade in the course is recorded as NC (no credit) on the transcript and is not computed in the grade point average.
- If a student changes his or her major, all courses previously taken as Pass/No Credit courses in the new major must be changed to the grade that was assigned at the time the course was taken.

Note: In order to secure approval, this form must be completed and submitted four (4) weeks from the start of the semester when the course will be completed, one (1) week from the start of the Summer Session, or three (3) days before the start of the May term.

Student Signature: _____ Date: _____

Advisor/Academic Program Coordinator Signature: _____ Date: _____

Administrative Use Only

Request received by Academic Affairs on: _____ Approved: ___ Yes ___ No

Registrar Signature: _____ Date: _____

Please submit this completed form to the Office of Academic Affairs * Murray Center Room 206 * 812-749-1238
academicaffairs@oak.edu