



Registration & Records  
 Enrollment Management Services  
 333 S. Twin Oaks Valley Road, CRA 3900  
 San Marcos, CA 92096  
 760-750-4814  
 FAX 760-750-3700

**GUIDELINES:**

Courses graded Credit/No Credit, whether taken at this or at another institution, may not be used to satisfy requirements for the major, except specific courses designated by the discipline to be graded Credit/no Credit (refer to the curricula section of the catalog).

**Important Notes:**

(1) General Education courses may NOT be taken with a Credit/No Credit option at CSU San Marcos.

(2) A maximum of nine (9) semester units may be taken at CSU San Marcos with a Credit/No Credit option toward an undergraduate degree.

(3) Once the grading option has been changed from regular grading to Credit/No Credit (CR/NC), it cannot be reverted back to letter grade after the add/drop period.

**Submit the completed form to Cougar Central, CRA 3900 on or before the last day of the add/drop period.**

*For Office Use Only:*

Date received: \_\_\_\_\_

Date processed: \_\_\_\_\_

Initials: \_\_\_\_\_

**CREDIT/NO CREDIT REQUEST FORM**

**Part I: STUDENT INFORMATION**

Last Name: \_\_\_\_\_

First Name, Middle Initial: \_\_\_\_\_

Student ID: \_\_\_\_\_

CSUSM Email: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part II: COURSE INFORMATION**

Spring 20 \_\_\_\_\_

Fall 20 \_\_\_\_\_

I am requesting to change the grade type from regular grading to CR/NC for the following course(s):

Course Number Ex: 12345	Course Title: Ex: GEL 101	Units Ex: 3 units