



Eastern Illinois University

Office of the Registrar

1220 Old Main, 600 Lincoln Avenue

Charleston, IL 61920-3099

Fax: 217-581-3412

Email: registration@eiu.edu

Request for Credit/No Credit Option

To receive Credit (CR), the grade must be C or better. A grade of D or F will carry a No Credit (NC) designation. Please note that the Credit/No Credit designations are not figured into students' GPAs.

Credit/No Credit Requests will not be honored if not allowed under catalog rules which require:

You must be a sophomore, junior, or senior.

The following courses (unless only offered Credit/No Credit) may NOT be taken Credit/No Credit:

English 0990, 0995;

University Foundations 1111;

General Education courses;

Professional education courses including departmental methods courses required in teacher licensure programs;

Any course which qualifies as being applicable toward fulfillment of a given major or in the determination of the GPA in a given major, as specified in the major requirement description in the catalog, irrespective of whether a student wishes to apply the course to the major or is taking it as an elective. (This exclusion is also applicable to minors.)

Procedure. To select the Credit/No Credit option, students must submit a request to the Registrar's Office no later than the 10th class day of the semester. The time periods for Summer Session, which are reduced proportionately, are established by the Office of the Registrar. Changes from Credit/No Credit to traditional grade status are permitted through the last class day to withdraw from classes.

Limits. A student may take a maximum of 12 semester hours of undergraduate course work Credit/No Credit. Courses offered on Credit/No Credit basis only, as well as one physical education course per semester or term, are not counted against the above limits.

E-Number _____ Name (Last/First/M) _____

Course prefix _____ Course No _____ CRN _____ Term/Year _____

My signature indicates I understand the rules described above and believe that the course I am requesting may be taken by me on a credit/no credit basis.

_____ (signature) _____ (date)

My major _____

Consult the Eastern Illinois University Online Catalog to see the complete rules regarding taking a course Credit/No Credit.