



PETITION FOR OPTIONAL CREDIT/NO CREDIT GRADING

Name _____ Student ID Number _____
Last First MI

Use one form per course. Submit completed form(s) to the Student Services Counter, Lassen Hall lobby.

Class Number	Dept. Name & Number	Title	Semester & Year

MASTER STUDENT ONLY			
The above-named student enrolled in the Master of _____ program is approved to take the indicated course using the CR/NC option.			
Advisor Signature		Date	
Chair Signature		Date	

Summary of CR/NC Policy

Students at Sacramento State may choose to take a limited number of courses on a CR/NC basis. The following conditions apply:

Undergraduate Students

- No more than 15 units of optional CR/NC will be posted to your Sacramento State record.
- No more than 15 total units taken at Sacramento State which are graded CR/NC may be applied to the bachelor's degree. CR grades earned through Sacramento State challenge exams or Advanced Placement exams are excluded from this calculation.
- You may choose CR/NC grading in **elective courses only**, not in courses you need to satisfy requirements in your major, minor, or general education.

Graduate Students

- Courses in which students elect the CR/NC option may not be used to fulfill requirements of any master's degree, second bachelor's degree, or certificate/credential. Nor may unclassified graduate students use units earned in this manner to meet course requirements admission to classified status unless department policy specifies otherwise.
- Graduate students enrolled in master's programs must obtain approval from their advisor and department chair.

All Students

- **This petition must be submitted to the Student Services Counter or Registrar's Office by the end of the fourth week of the semester.** For Summer Session and Winter Intersession, the petition must be submitted by the add/drop deadline published in the session bulletin.
- The instructor will not know you are taking the course under the CR/NC option; he or she will assign a letter grade. The Registrar's Office will convert the assigned grade to CR if the letter grade assigned is C- or better; grades of D+ or lower will be converted to NC. In Master level courses (200-299), CR will be posted for grades B- or better; grades C+ or lower will be converted to NC.
- You may not withdraw your request for optional CR/NC grading to receive a letter grade after the deadline for petition submission.

I have read and understand the conditions of the Sacramento State Optional CR/NC Grading Policy printed above.

Student Signature _____ **Date** _____

For Registrar's Office Use Only	
Initials _____	Date Posted _____