The California State University
INTERNATIONAL PROGRAMS

CREDIT/NO CREDIT REQUEST

For CSU IP Office Use Only
Received form on: _____
Approved: ____ Denied: ____ Date: _____
Entered in DB: _____ Initials: _____

This form is used by CSU International Programs (IP) participants to make a request to the Office of International Programs (OIP) that a grade for a course taken abroad is reported as a Credit or No Credit (CR/NC) to their home CSU campus in compliance with CSU IP Academic Policies. See below.

1. All courses must be taken for a regular grade at the study center; however, via this form, students may designate one course per semester for a maximum of eight semester units for the year to be reported to the home CSU campus as a CR/NC.
2. Requests must be consistent with CR/NC regulations set by the student's home campus and relevant 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 or 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 letter grades will be reported to the student's home campus except when approved by the OIP.

CR/NC requests must be submitted to the CSU IP Office (in Long Beach, California) at least four weeks prior to the scheduled final examination date for courses which are eight or more weeks in length. If the course is less than eight weeks 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.

Instructions: Complete the section below. Use a PC computer to enter the requested information in the fields below except where asked to provide your signature and date of signature. To go to the next field, place your cursor over the field (text box). Incomplete forms which omit any information requested including missing signatures will not be considered. You will be notified of a decision within two weeks of submission of your form via email. Since approvals are not automatic, you are expected to keep attending class and complete the course to the best of your ability. Keep a copy of your form for your records by uploading the form into your CSU IP portal. Refer to Don't Pack it, Upload it! for uploading instructions found in your "Academic Toolkit" in your CSU IP portal.

Student's Last Name	Student's First Name	Home CSU Campus	Study Center (Host University)
		Select Campus	

Course Number	Course Title in English (also provide actual title if not in English)	CSU Units

Enter Course Start Date			Enter Date/Due Date of Final Exam or Final Assignment			Enter Term of Course
Select Month			Select Month			Select Term
Month	Day	Year	Month	Day	Year	

1. Have you submitted a CR/NC form for another course this semester that was approved? Yes or No
2. Is this course being used towards fulfilling a major, minor or GE requirement? Yes or No If yes, answer Question 3.
3. Does your campus permit you to have this course reported as a CR or NC? Yes or No

If you are unsure, then check with your campus catalog and/or the appropriate authorities at your campus BEFORE submitting this form. Note that late forms will not be approved.

After completing the section above, **print this form**. Read the following statement, **sign and provide the date below**. By signing, "I certify that the course information provided above is correct, and I understand that it is my responsibility to ensure that I comply with campus regulations governing Credit/No Credit for the course above and if this form is approved, the decision is final."

_____ Month: Day: Year:

Student's Signature — Date

How to submit your Credit/No Credit Request:

> Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain or Taiwan: Submit your completed form to your CSU IP representative at your study center.

> Students studying at other study centers not listed above: Scan and email the form to IPacademics@calstate.edu for consideration.

> **All students:** Keep a copy of your form for your records by uploading it into your CSU IP portal. Refer to instructions above.

Form was received by:

_____ Month: Day: Year:

CSU IP Representative (Resident Director/Coordinator) at Study Center: — Date that form was received

Sign and date form. Then submit form to CSU IP immediately after you sign form.

(9/22/16)