NOTE: Due to the extenuating circumstances of the Pandemic of 2020, students are allowed to select P/NC grading option until the last day of class. Per catalog rules, courses taken to fulfill requirements for graduation within a student’s major, minor, or core curriculum requirements cannot be taken Pass/No Credit. This policy will be suspended for the spring 2020 semester unless an academic program (Major or minor) chooses not to allow P/NC for select or all courses within that academic program. Academic programs (Majors/Minors) still have final say on allowing students in their major or minor to take required courses P/NC. This information should be communicated clearly in each course.

Change my registration for the following course to PASS/NO CREDIT:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Session</th>
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(Semester) (Session)

(Subject) (Course #) (CRN)

~ Courses in your Academic Program—major or minor should be discussed with your advisor, as there may be implications for licensure or graduate school.

~ Courses with a grade of P (equating to a C– or higher) may not transfer to other institutions.

~ A grade of C– or better must be achieved to receive Pass (P). A pass grade will not affect your GPA; you will be credited with the hours toward the total hours needed for graduation. If you receive a grade of D+ or lower for the course, a No Credit (NC) grade will be noted on your transcript. You will not earn hours toward graduation for a grade of NC; your GPA will not be affected.

Students on Academic Probation:

- For the Spring 2020 semester, if a student takes one or more of their required 3 courses/12 credit hours as P/NC, or if a student withdraws from one of these three courses, the student will not face suspension for failing to meet this probation requirement, but will remain on probation for the following semester, regardless of cumulative and semester GPA. However, a student whose semester GPA, excluding P/NC courses, is still below 2.0 will face suspension and must appeal if they wish to remain.

- Additionally, students on Academic Probation may be asked to consult with their advisor and with representatives in Financial Aid to discuss implications of Withdrawals or P/NC course designations.

I have read the above policy statement and understand that it is my responsibility to make sure I am properly registered for each course I am attending. I understand that once I select the P/NC grading basis, I cannot change it back to a letter grade at a later time.

Student’s Signature ____________________________ Date _____________

Advisor’s Signature ________________________________ Date _____________
(email to registrar@hiram.edu by last day of class)

Received: ___________ Processed: ___________ By: ___________