Henderson State University Request for Grade of No Credit (NC)

Academic Reading, Basic English, Elementary Algebra and/or Intermediate Algebra

Students enrolled in any of the above listed courses may not drop the course due to poor grades but may request a grade of "no credit" (NC) under the following circumstances:

- Student must continue to attend class on a regular basis (few or no absences).
- Student must continue to complete the course assignments, tests, and other class expectations as assigned by the instructor.
- Student must demonstrate an effort to learn the material by taking advantage of opportunities
 provided such as tutors, study groups, Writing Center assistance, or other outside resources
 when recommended or assigned.

The instructor will determine how the above is to be quantified based on his/her syllabus requirements, classroom observations, or other required documentation from tutors and/or other outside resource personnel available to the student.

It is the student's responsibility to request a grade of NC from the course instructor <u>during the final</u> <u>week of class for the semester</u>. Grades of "NC" will not be given without a formal request. Students must enroll in the course again the following semester. Grades of "NC" may only be applied to a course one time; subsequent semesters will require a traditional letter grade.

When requesting a grade of "NC" the student must keep in mind all requirements for financial aid, grants, performance scholarships, visa status, and so forth. The "NC" will not generate credit hours or figure into the GPA. Students should visit with the Financial Aid Office before signing a request for a grade of "NC".

Denied/Reason

Approved