

# CREDIT/NO-CREDIT INFORMATION & INSTRUCTIONS

## FAQs

### **What is credit/non?**

Credit/non, or credit/no credit, refers to a type of course grading that does not result in a letter grade. Students may elect to have a course graded credit/non for several reasons. Some courses (primarily in the Writing department) are mandatory credit/non and students will receive either a CR (credit) or NCR (no credit) as their final grade.

### **Should I take a course credit/non?**

Students may take a course credit/non for a variety of reasons. Declaring a course credit/non may help you manage your course load or allow you to explore a new academic area. There are times when it is not appropriate to declare a course credit/non, e.g., when it's an upper-level course in your major. See your Class Dean to talk more about whether credit/non makes sense for you.

### **What does my grade look like on my transcript?**

If you receive a grade of C or higher in a course that you have elected credit/non, a notation of CR (credit) will appear on your transcript; if you receive a grade lower than a C, then a notation of NCR (no credit) will appear on your transcript.

### **How many courses can I take credit/non?**

You may take an unlimited number of courses credit/non. However, if you wish to be considered for Latin Honors you may take only one unit credit/non for every four units taken at Wellesley or MIT after your first year. Even if you do not receive credit for a course that has been declared credit/non, the course will be considered part of the total credit/non units for consideration of Latin Honors.

### **What is the deadline for declaring a class credit/non?**

The period during which students may declare that they wish to take a course on a credit/non basis is the first four weeks of the fall and spring semesters (or the first two days of wintersession or each summer session). Students must use the online registration system to declare that they wish to take a course credit/non.

## **DIRECTIONS FOR DECLARING A COURSE CREDIT/NON USING BANNER SELF-SERVICE**

1. Log into the online registration system, click on the Registration link, and then click on a link called Change Class Options
2. When you click on this link, the courses for which you are registered will display, with an action window next to the "Grading Mode" line. For most courses, the action displayed will indicate "Regular Grading". If you wish to declare a course credit/non, choose the option called "Credit/Non" and then click on the **Submit Changes** button.
3. Return to the Registration menu and click on the link called Student Detail Schedule. **Verify that the correct course has been marked with the credit/non designation and print out a copy of the screen.** If there is any question about the status of a course that you wished to declare credit/non, this printed document will be required to verify that the declaration was completed.
4. All students are expected to use the online system to declare a course credit/non. If a student has been told that she has a hold on her registration, this will prevent her from registering for future semesters, but it will not prevent her from declaring a course credit/non during the current semester. We hope that any student with a registration hold is working with the staff in Student Financial Services so that she will be able to register during the next registration period.
5. You may wish to inform the faculty member that you have declared a course credit/ no credit. Grade sheets (printed and electronic) indicate that a student has declared the credit/non option for that course.
6. If you have any problems, please come to the Registrar's Office for assistance. The credit/no credit online function will not work for those Davis Scholars or Post Bacs who are taking only one class. Credit/ No Credit cards are available in the Registrar's Office for these students.

**The Credit/No Credit option will remain available online until Friday, February 27, 2009 at 11:00pm.**

## **POLICY**

“Students have the option of taking an unlimited number of units on a credit/no-credit basis. If a student receives a grade of C or higher in a course that she has elected credit/non, a notation of CR (credit) will appear on her transcript; if she receives a grade lower than a C, then a notation of NCR (no credit) will appear on the transcript. If a student withdraws from the course after the fourth week of the semester, a WDR will appear on the transcript; if she has a permanent incomplete, then an INC will be printed on the transcript.” From ARTICLES OF GOVERNMENT, BOOK II, ARTICLE VII, SECTION 1.C.

Please see your Class Dean if you have any additional questions about credit/non.