



# HIGHLAND COMMUNITY COLLEGE

## CREDIT/NO CREDIT ENROLLMENT REQUEST

WWW.HIGHLANDCC.EDU

### Credit/No Credit Policy:

Credit/No Credit grading can be employed only on the recommendation of the instructor and approval of the Vice President for Academic Affairs prior to the time that the course begins. The courses are added to a student's credit hour total, but are not included in the grade point average. A "no credit" grade results in no credit earned for the course attempted.

### Instructions:

1. Please print clearly.
2. The student must have the instructor's permission/signature prior to submitting this form.
3. Return completed and signed form to the Registrar's office prior to the first day of class.

First Name	Last Name	MI	Social Security Number
Course Name (e.g, College Algebra)		Course # (e.g, MAT104.01)	
Semester /	Year	Credit Hrs.	Start Date of Course

### I understand:

- Once this form is signed and submitted, I will **NOT** have the option to revert the credit/no credit back to a letter grade.
- You must be registered for the course prior to submitting this form for approval.
- A grade of CR or NC does not replace an earlier letter grade.

Student's Signature	Date	Daytime Phone Number
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Instructor's Signature	Date	Phone Extension
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### Approved by:

VP for Academic Affairs Signature	Date	Phone Extension
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**\*\*\*Return completed form to the Registrar on the 1<sup>st</sup> floor of the Administration building.**

**HIGHLAND COMMUNITY COLLEGE--Attention Registrar**  
 606 West Main, Highland, Kansas 66035  
 Fax #: 785-442-6106 • registrar@highlandcc.edu