

## Request to Change the Grading Status of a Law School Course

Semester (indicate year):      Fall    \_\_\_                      Spring    \_\_\_                      Summer    \_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

GW ID: \_\_\_\_\_ Email: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Your student status in the semester for which you are registering:                   

**Note: Transfers and LL.M.s are not eligible to elect the CR/NCR option**                      **2L    3L    4L    Full    Part-time**

**YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ AND AGREED TO THE FOLLOWING:**

The *Credit/No Credit* option allows Juris Doctor students to take up to 6 credit hours of non-required law courses that are regularly graded on a letter-grade basis on a *Credit/No Credit* basis. Course credit earned under the *Credit/No Credit* option counts toward the limit of 17 total ungraded credits in various categories. In courses where the *Credit/No Credit* option has been elected, the following rules apply:

- (1) a student must earn a grade of *C-* or better to earn *Credit*;
- (2) students may not opt to change the grade mode to *Credit/No Credit* for more than one course during a semester or summer session;
- (3) an un-excused failure to take an examination or submit a required research paper in a course taken on a *Credit/No Credit* basis will result in a grade of *F*; and
- (4) until further notice, students may not reverse *Credit/No Credits* status to graded status once *Credit/No Credit* status is elected.

Students are advised to consider carefully the advisability of electing to take courses on a *Credit/No Credit* basis. Choosing to take courses on a *Credit/No Credit* basis may be detrimental to the student's career in the legal profession because of the importance usually attached to grades by educational institutions and employers. *In order to graduate, students entering in 2008 and beyond are responsible for earning 67 graded credits, including one graded skills course. Students entering through 2007 must earn 63 graded credits, and those entering in 2007 must complete one graded skills course. Students must closely monitor ungraded credits to ensure compliance with the rules. Please direct questions about this policy to the Dean of Students Office.*

**Note:** If you have already registered to take a regularly-graded, non-required law course on a *Credit/No Credit* basis, **by the established deadlines**, you must change the grading status of that course back to *Letter Grade* before electing to take a new regularly-graded course on a *Credit/No Credit* basis.

<u>CRN</u>	<u>Dept.</u>	<u>Course #</u>	<u>Sect.</u>	<u>Current Status</u> <small>(circle one)</small>	<u>Desired Status</u> <small>(circle one)</small>	<u>Course Title</u>
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I have \_\_\_ credits of ungraded course work in this category, and a total of \_\_\_ ungraded credits to date.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date Registered: \_\_\_\_\_

(After allowing 3 business days for processing, students are advised to review their schedules on GWeb for accuracy and to report any discrepancies to the Records Office.)

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Only necessary if the semester's deadline for *Credit/No Credit* election has passed)

Registered By: \_\_\_\_\_

