

# Fall 2020/Spring 2021 SEAS Graduate Credit/No Credit Request

For the Fall 2020 and Spring 2021 semesters, SEAS will allow each graduate student registered in an on-campus graduate program to take up to one graduate course per semester for credit/no credit.

Students who still wish to complete all of their courses for a letter grade may continue to do so. For many students, receiving a grade is important for current requirements and future plans including admissions conditions, courses that require a minimum grade, graduate school, Ph.D. programs, veteran or visa status, or other career opportunities. Additionally, students are encouraged to finish courses in a timely fashion, so you stay on schedule to graduate.

We encourage you to consult with your SEAS advisors (Faculty Advisor or Graduate Professional Advisor) if you wish to use the credit/no credit option for one of your courses. This decision should be made after consultation and consideration of your options. All SEAS students may request a switch to their credit/no credit status in a course up until **Friday, November 6 at 5:00 pm EST**.

## GENERAL GUIDELINES

- Students of any academic standing may take one course as credit/no credit for each the Fall 2020 and Spring 2021 semesters, and this number will not count against the usual number of credit/no credit courses you are allowed. If you have extenuating circumstances and would like to petition to take more than one course as credit/no credit then please fill out this [form](#) and submit it with your registration transaction from (RTF).
- Program and elective courses may be taken credit/no credit.
- A credit will suffice in courses that are prerequisites for another course.
- Courses with a minimum grade required in order to meet certain conditions will not be eligible for the credit/no credit option. Any course listed under admissions conditions in a student's admissions letter will not be eligible for credit/no credit, including EAP courses. This also includes courses required for PhD qualifying exams.
- Students should check to make sure that they are receiving grades in courses that are required for graduate school, Ph.D. programs, veteran's benefits, athletic or visa status, etc. Please consult your specialized scholarships and fellowships, or ISO advisor about such requirements.
- A grade of C- and above is considered a credit.
- You will not be able to change the grade mode back to a letter grade once the form is submitted.

If you'd like to request that a course be switched to credit/no credit, please submit a registration transaction form (RTF) with the course that you would like to switch in the Add Course Section and putting an "R" in the grade mode. In the faculty signature box, please put "Change Grade Mode and email it to [seasgrad@gwu.edu](mailto:seasgrad@gwu.edu) from your GW email address with the subject line "Fall 2020 Credit/No Credit Request" or "Spring 2021 Credit/No Credit Request" **no later than 5:00 PM on November 6, 2020 for the Fall course**. Please note that you must fully fill out the RTF with all of the relevant information in order to be processed in a timely manner.

[\[Registration Transaction Form\]](#)