

# CHANGE GRADING OPTION TO CREDIT/NO CREDIT



**REED COLLEGE** Office of the Registrar  
3203 S.E. Woodstock Boulevard Portland, OR 97202-8199  
503.777.7793 • registrar@reed.edu • http://www.reed.edu

_____	_____	_____	_____
Name	Reed ID	Year in School	Major

To change from a letter grade to credit/no credit, complete this form and have the instructor and your advisor sign it. Sign and return the completed form to the registrar's office by the deadline to change grading option for a course.

_____	_____	_____	_____
Course Department	Course Number	Section	Semester and Year taking the course
_____			
Course Title			

**Only two units may be taken on a Cr/NC basis, and students can elect this option only in the junior and senior years. Courses taken Cr/NC may not be used to meet the College distribution requirements, requirements for the division, a major or minor and may not be taken in the student's major department. A grade of no credit will be recorded if the student earns a C- or lower grade.**

_____	_____	_____	_____
Instructor Signature	Date	Advisor Signature	Date
_____	_____		
Student Signature	Date		

OFFICE USE ONLY  
Revised 10/2024 MS

Processed by \_\_\_\_\_

Date \_\_\_\_\_