

EACC is continuing its credit/no-credit policy for the 2020 Summer 2 semester to allow students to convert their final grades to credit (CR) or no credit (NC). This policy is offered to prevent any negative impact on GPA caused by the COVID-19 Coronavirus. Procedures for the awarding of a CR or NC:

- After receiving their final grades, students may choose to retain the submitted grade or may elect to convert the grade to a CR (credit) or NC (no credit). The decision to convert a grade is based entirely on the student’s request.
- If a student earns a “C” or above in a course, they may elect to convert the grade to CR (credit).
- Students will receive credit for courses with a grade of CR, and CR will fulfill progression criteria; however, grades of CR will not be included in GPA calculations.
- If a student earns a “D” or an “F”, they may elect to convert the final grade to NC (no credit).
- Students will not receive credit for courses with a grade of NC, and grades of NC will not be included in GPA calculations.
- Requests to convert a final grade of “D” to CR (credit) will be reviewed on a case-by-case basis in consultation with the student.
- Students must request to convert a grade to CR or NC by submitting a completed form to [admissions@eacc.edu](mailto:admissions@eacc.edu) no later than August 7.
- Courses for which no official CR/NC request form has been received by August 7, 2020, will retain the letter grade submitted and will count in GPA calculations.
- Degree programs that lead to professional licensure may require that students keep the final letter grade submitted. Students should consult their program advisor.
- For a course repeated from a previous semester, the option to convert to CR will count as passing the course, but the CR will not be calculated into GPA.
- Students should contact their advisor, academic dean, financial aid representative, counselor, or program director to discuss the impact of converting a grade to CR/NC.
- Concurrent and secondary career high school students may choose to convert a grade to CR or NC for college credit, but letter grades will be reported to the high school.
- Once converted to a CR or NC, a grade may not be converted back to a standard letter grade.
- Adoption of the CR/NC option may result in a delay in processing official transcripts.
- Exceptions to this policy must be approved by a Vice President.

ID Number:

Date:

First Name:

Last Name:

EACC Email:

Major:

Course Number	Course Title	Instructor Name
<i>Example ENG 1013 01</i>	<i>Example English Comp 1</i>	<i>Dr. Example Jones</i>

Save this form using the “Save As” button below and email to [admissions@eacc.edu](mailto:admissions@eacc.edu) from your EACC email address.

*Note: you must send this form from you student (name1234@eacc.edu) email address in order to validate the submission processes. Forms must be received by 11:59pm August 7, 2020.*

