HIGHLINE COLLEGE

REQUEST FOR CREDIT (CR) IN LIEU OF DECIMAL GRADE

NAME _____ctcLinkID

LAST   **FIRST**   **INITIAL**

INSTRUCTOR _____QTR/YR _____

ITEM # _____   COURSE NUM/TITLE _____

I request that a grade of CR (credit) be recorded on my transcript in lieu of the actual decimal grade earned in the class listed above.

I understand that I may apply a maximum of fifteen (15) credits towards the AA, Option A degree.

I further understand it is my responsibility to ensure the CR grade in the above class is applicable toward the degree earned at HC and/or by the college/university to which I wish to transfer.

A grade of 2.0 or greater is required to earn the credit (CR) grade. If the actual grade is below a 2.0 it will be recorded on my transcript instead of CR.

This request may not be cancelled and the CR grade may not be changed to a decimal grade at a later date.

Please see our Highline website at www.highline.edu, Registration Dates and Deadlines for the quarterly deadline to submit this form.

Signed: _____

Date: _____

+---+
| **Office Use Only** |
| |
| Processed by: _____ Date: _____ |
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CS/ 10-18