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: _________________________________________________

Processed by: ___________ Date: __________

Office Use Only

2400 South 240th Street • P.O. Box 98000 • MS 6-4 • Des Moines, WA 98198-9800 • 206-592-3710, ext. 3242 or registration@highline.edu

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