



ELECTION FOR CREDIT/NO CREDIT GRADE

To elect credit/no credit grading for a course, this form may be completed and signed digitally by downloading the file to a computer, entering information, saving it, attaching it to an email message, and sending it to lawreg@ggu.edu. This form can also be sent to: Golden Gate University, Office of the Registrar, 536 Mission Street, Suite 1350, San Francisco, CA 94105-2968; or fax it to 415-442-7223. For assistance call 415-442-6620.

A. Student Information

GGU ID or SSN Last/Family Name First/Given Name

B. Course Information

Term: [] Fall [] Spring [] Summer 20__
Course and Section Number Course Title
(e.g., LAW-802A-1)
Instructor Units

C. General Policies

- 1. Deadline: The deadline for submitting this form to the Registrar's Office is the day of the last class meeting for the course, or the last day of instruction for the term for courses that do not meet for instruction (e.g., independent study).
2. Course Eligibility: For elective courses (including courses prescribed by the Academic Standards Committee), students may elect to receive, in lieu of a letter grade, a grade of "CR" (credit) or "NC" (no credit).
3. Confidentiality: The "credit/no credit" election must be kept confidential.
4. Grade Submission: Instructors will submit letter grades for all students for all courses (except courses which are only graded "credit/no credit", e.g. Legal Methods.)
5. Irrevocability: The "credit/no credit" election is not revocable once the form is received by the Registrar's Office, and if a student receives a "CR" grade.
6. Academic Credit: Academic credit is awarded for "CR" grades. Academic credit is not awarded for "NC" grades.
7. GPA Calculations: "CR" and "NC" grades are not included in the calculation of students' grade point averages (GPA).
8. Program-Specific Policies: Students should refer to Part F of this form for program-specific policies.

D. Authorization

I have read the policies above and I wish to exercise the "credit/no credit" option in the course listed above.

Student Signature Date

E. Approval (MLS Students Only)

MLS students must have approval of their Program Director to elect the "credit/no credit" option.

Program Director Signature Date

F. Program-Specific Policies

JD Programs:

1. **Required Courses Ineligible:** JD students may not elect "credit/no credit" grading for their JD program required courses.
2. **Credit Limit:** JD students may elect to take up to nine (9) units on a "credit/no credit" basis for courses that are used to satisfy JD program requirements. For JD students, this option is limited to one course per term, except in their final term.
3. **Dean's List Eligibility:** Because "CR/NC" grades are not included in GPA calculations, taking courses on a "credit/no credit" basis may make JD students ineligible for the Dean's List. To be eligible for the Dean's List, JD students who complete 10 or more units must complete a minimum of 8 letter-graded units. Students who complete fewer than 10 units must complete at least 8 units, of which a minimum of six (6) must be letter graded.

LLM Programs:

1. **JD Courses Eligible:** LLM students enrolled in JD program required courses may elect "credit/no credit" grading for those courses.
2. **Credit Limit:** LLM students may elect to take up to six (6) units on a "credit/no credit" basis for each LLM degree. Excluded from these limitations are units earned in courses only offered on a "credit/no credit" basis, as well as units transferred from another law school.

SJD Program:

1. **No Restrictions:** There are no restrictions on SJD student "credit/no credit" elections. After completing their eight (8) residency units, SJD students may also audit courses instead of taking them for a letter grade.

MLS Program:

1. **Approval Required:** With the approval of their Program Director, MLS students may take up to six (6) units of elective courses on a "credit/no credit" basis.
2. **Deadline:** For MLS students, the deadline for submitting this form is published in the [University Academic Calendar](#).
3. **JD Program Seekers:** Students who intend to pursue the JD program at GGU should not take any courses on a "credit/no credit" basis.