



# Student Guide to Credit/No Credit, Incompletes and Withdraw for Spring 2020

Note: This guide is to be used for the Spring 2020 semester only

## Credit/No Credit Updates for Spring 2020 (Undergraduate)

### What is Credit/No Credit?

If you opt to take a course Credit/No Credit, this means you will get credit (CR) for a class if you earn an A through C-. If you earn a D+ through F for a course, you will earn no credit (NC). CR/NC will not impact your GPA.

### Deadline Extended to April 17<sup>th</sup>

Students must elect Credit/No Credit by filling out the request at <https://registrar.ku.edu/creditno-credit>, through **April 17<sup>th</sup>** for full semester courses. Students in short courses will follow alternate deadlines as posted by the Office of the Registrar (<https://registrar.ku.edu/spring-2020-short-courses>). You will not be able to select or make changes to CR/NC after April 17<sup>th</sup>, or alter choices selected earlier in the Spring 2020 semester.

### Credit courses approved for Majors/Minors for Spring 2020 only

The University has approved courses taken as “Credit” to count toward major requirements. College minors may also count courses taken as “Credit” toward minor requirements. *Note: This policy update will only apply to courses taken during the spring 2020 semester, normally courses graded CR do not count toward majors or College minors.*

### Multiple courses can be selected for Credit/No Credit

The University has approved for the Spring 2020 semester that students can select multiple courses as credit/no credit. *Note: This temporary policy update will only apply to courses taken during the spring 2020 semester. Normally you are only allowed to select one course per semester, and the course normally cannot be a course in your major, or College minor.*

### What to consider before electing to take a course (or courses) Credit/No Credit

**Dean’s Honor Roll** – Students need to be in at least 12 graded (A thru F) courses in order to be eligible for the Dean’s Honor Roll and courses taken as credit will not count toward the semester GPA (*qualifications for College Dean’s Honor Roll are 3.5 in 12 or more graded hours*).

**Departmental Honors** – Students pursuing departmental honors in one or more of their major departments need to earn a grade of B or higher in courses meeting the independent research requirement. A course used toward the completion of departmental honors should *not* be taken for CR/NC.

**Pre-Law Students** – the Credential Assembly Service (CAC) does its own cumulative GPA calculation and recognizes no credit (NC) as a F. You can find more information on the Law School Admission Council’s website (<https://www.lsac.org/applying-law-school/jd-application-process/cas/requesting/transcript-summarization#unconverted-credits>) or you should check with the admissions office for the law school you plan to attend.

**Pre-Graduate/Pre-Professional Students** – Students planning to attend graduate or professional schools should check with their admissions offices to see how they interpret grades of credit or no credit.

**Pre-Medical Students** – If you apply to medical schools, CR/NC grades do not affect the GPA’s calculated by medical school applications services. However, most medical schools recommend or require that core entry requirements, usually including biology, English, chemistry, organic chemistry, physics, and mathematics be taken for a letter grades, not CR/NC.

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**Licensure requirement** - If a course is being used for any type of licensure requirement and could not be elected as CR/NC under normal policy circumstances, it still cannot.

**Financial Aid and Scholarships** - Selecting CR/NC may impact your completion ratio for or other criteria related to financial aid and scholarships. **Be sure to check with the Office of Financial Aid and Scholarships (<http://www.financialaid.ku.edu/>) before selecting this option.**

**Degree Completion** – Courses awarded No Credit will not count toward your degree, and may delay your ability to graduate on time.

## How do I select Credit/No Credit

Complete the online selection form at <https://registrar.ku.edu/creditno-credit> by April 17th, 2020. If you choose to rescind your credit/no credit selection between the period of April 1 and April 17, you have through April 17th to email [collegeadvising@ku.edu](mailto:collegeadvising@ku.edu) to un-select that grading option.

## Incomplete(s) for Spring 2020

### What is an Incomplete?

The letter I (incomplete) indicates incomplete work that was not able to be completed during the term due to circumstances beyond the student's control. The expectation is that the coursework can be completed in a period of time that should not exceed one calendar year.

### How do you request an incomplete?

The instructor of the course determines if an incomplete is a viable option when requested by the student. Incompletes should not be used when a definite grade can be assigned for work done. It shall not be given for the work of a student in any course except to indicate that some part of the work has, for reasons beyond the student's control, not been done, while the rest has been satisfactorily completed. *Please Note: Instructors may not be able to give an incomplete due to the nature of missed coursework.*

### What happens if an Incomplete is not completed?

If an incomplete is not completed by the deadline given by the instructor or prior to graduation, the grade will lapse to the grade given by the instructor or a grade of F if no grade is given by instructor.

### What to consider before asking for an Incomplete from your instructor

**Future course load concerns** – Depending what you have left to complete you may find yourself with a heavy course load if you try to complete previous coursework while enrolled full time in a future semester. You could be responsible for completing more than a full load during the Fall 2020 or Spring 2021 semester depending on how many incompletes you request and are granted.

**Upcoming Graduation** – Incompletes not completed at the time of degree certification will be flipped to the instructor indicated lapsed grade or a grade of F. You will want to make sure all remaining coursework is completed by the

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deadline for the graduation term you are planning on. You can check dates at our website

<http://collegeadvising.ku.edu/graduation/deadlines>.

- If you decide to work with your instructor to take an incomplete and do not plan to resolve this incomplete coursework until after the spring semester has ended, please notify your College graduation advisor (<https://collegeadvising.ku.edu/graduation-advisors>). Your graduation advisor will need to remove your existing Enroll & Pay application for graduation so that you are able to re-apply for graduation in a future semester.

**Prerequisite Course** – If the course you have chosen is a prerequisite for a course you hope to enroll in a future term you may not be able to enroll in that future course until you have your incomplete finished with a passing grade.

## Do I enroll in the class again in a future term?

No, you do not re-enroll in the course. You will work with your instructor to attend portions of the course that you need to make up but you will not re-enroll in the course in a future semester.

## How do I know what I have to complete?

It is the student's responsibility to make sure they are clear on what they must do complete the incomplete. They are responsible for communicating with the instructor and staying on track to complete by instructor agreed upon deadline.

## Drop/Withdraw Updates Spring 2020

### What is a drop?

A drop is when you withdraw from one or more of your current courses but not the whole semester. When you drop you will no longer be enrolled in the course and a **W** will show on your transcript.

### What is a withdraw?

A withdraw is when you withdraw from the full semester. When you with withdraw you will no longer be enrolled in the spring 2020 semester and a **W** will show for all courses (unless the course has already finished).

### Deadline Extended through May 4<sup>th</sup>, 2020

The deadline to drop a course or withdraw from all full-semester Spring 2020 courses has been extended through May 4<sup>th</sup>, 2020. Students in short courses will follow alternate deadlines as posted by the Office of the Registrar (<https://registrar.ku.edu/spring-2020-short-courses>)

*Note: From May 5<sup>th</sup> through the end of the semester, no drops/withdrawals are allowed except in extreme circumstances.*

### What to consider before dropping/withdrawing from a course or semester?

**Delay graduation plan** - By dropping or withdrawing from courses this spring you may be impacting your ability to graduate within your preferred timeframe. If you are in key sequencing courses that are only offered during the

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spring semester or prepare you for key courses in future terms you may find your graduation plan extensively impacted.

- If you decide to drop a course (or withdraw from all courses) that you need to satisfy a degree requirement(s) for graduation, please notify your College graduation advisor (<https://collegeadvising.ku.edu/graduation-advisors>). Your graduation advisor will need to remove your existing Enroll & Pay application for graduation so that you are able to re-apply for graduation in a future semester.

**Scholarships/ Financial Aid/VA Benefits** - Dropping or withdrawing from the semester may impact scholarships (<http://affordability.ku.edu/>), financial aid (<http://affordability.ku.edu/help>), VA benefits (<https://veterans.ku.edu/vabenefits>) or other aid resources by not meeting the requirements stated in those aid packages. Please check with your contacts in those offices.

**Loss of tuition** - Dropping or withdrawing from a course at this point in the semester will not provide you with a refund. If you have questions about the fee petition process you can find information about that at the following website <https://registrar.ku.edu/fee-petition>.

**International Student** - If you are an international student you should check with the International Students Services (<https://iss.ku.edu/>) if you plan to drop below 12 hours or withdraw fully from the semester.

## How do I drop a course or withdraw from the rest of the semester?

As a College of Liberal Arts & Sciences student you can drop or withdraw using Enroll & Pay. Instructions on how to drop can be found at the following website, [https://sis.ku.edu/sites/sis.ku.edu/files/Drop%20a%20Class\\_2.pdf](https://sis.ku.edu/sites/sis.ku.edu/files/Drop%20a%20Class_2.pdf). If you plan to withdraw then you will need to follow the directions located at the following website, <https://sis.ku.edu/sites/sis.ku.edu/files/Withdraw%20From%20All%20Classes.pdf>.

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