



**Credit/No Credit (CR/NC) Request
Fall 2020
Undergraduate Students**

On December 3rd, the Faculty Senate, at the request of USG, approved the implementation of a credit/no credit (CR/NC) policy for undergraduate students for the Fall 2020 semester. Beginning December 16, students will be able to submit this form electronically for each course where a change to CR/NC is desired.

Students should carefully review their final grades before submitting a change of grading basis request. For undergraduate students, an earned grade of A through C- would be changed to "Credit" and a grade of D+ through F would be changed to "No Credit."

Important note: In the case of general education courses, an earned grade of D+, D or D- will earn credit for the course, but a grade of "No Credit" will not earn credit for the course.

Requests for CR/NC must be submitted no later than 5:00 pm on Friday, January 15, 2021. Questions may be directed to registrar@uakron.edu.

Please provide all requested information:

Name:	Student ID:
UA Email:	Phone:

Fall 2020 Course(s) you wish to change to CR/NC:

Course Number (i.e., 3300:111)	Course Title (i.e., English Composition I)	Grade Received	Office Use Only	
			Original grade:	New grade:

Signature:	Date:
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Scan and email your signed request to registrar@uakron.edu
no later than 5:00 pm on Friday, January 15, 2021

Office Use Only:

Student Contacted	Processed	-or-	Not Processed	Date:	Initials:
Comments:					

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, this form will be accepted without an e-signature provided that it is filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
 - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
 - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:



The Fill & Sign feature is available within Adobe and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.