**Sample template to be used when contacting out-of-state schools**

Hello,

I'm a pre-[insert pre-health track here] student at Michigan State University and am interested in applying to [insert school's name and program here] in the future. Due to the tragic events that occurred February 13 on MSU’s campus, I have the option to change my numerical grades from the Spring 2023 semester to Credit (CR) or No Credit (NC). CR can be applied to courses I earned a numerical grade of 2.0-4.0 in, while NC can be applied to courses with grades of 0.0-1.5.

My question is whether your program would accept a grade of CR for prerequisite courses or if I would be required to keep my numerical grades?

Thank you for your time,