



PASS/NO CREDIT APPLICATION

The pass/no credit option is available for students to take elective courses where the grades of Pass “P” and No Credit “NC” received for courses taken under the P/NC option are not computed in the grade point average. In courses where students earn a “P” credit will be awarded, and courses where students receive “NC” No credits will be awarded.

Conditions to apply for Pass/No Credit Option:

- Undergraduate students must have completed 18 credits with a minimum 2.0 grade point average.
- The Pass/NC option may be applied to any course, except the P/NC option may not be used for course in your Major or in the college’s general education requirement.
- Graduate students taking *undergraduate* courses to meet conditions of matriculation, such as STA 250 or PSY 311, may take them on a Pass/No Credit (P/NC) basis.
- Students can only take one (1) Pass/No credit option in a semester and **at most** four (4) Pass/No credit options throughout their college career.
- Minor: Students may take up to one third of the courses for a minor using the P/NC option per the requirements in undergraduate bulletin.
- This application **must be received** by the close of the **second week of classes during fall and spring** semesters. For the **summer**, the application must be received the **first week of the summer session**. For **winter classes**, this application must be received **no later than the 3rd class** of the winter term. **Deadlines are posted on the Academic Calendar for each term.**

Once applied, the pass/no credit option is irrevocable.

Completed By Student

First Name: _____ Last Name: _____

EMPLID: _____ Email: _____

Major Field of Study: _____

Term: Spring _____ Winter _____ Fall _____ Summer _____

Course: _____ Section: _____

(i.e. SOC 101)

(i.e. 07)

All students, especially those with veteran, international or other student statuses with specialized enrollment regulations, or those receiving financial aid, are strongly advised to consult with an academic advisor and financial aid specialist before selecting the P/NC option for a course.

I have read and understood the conditions above concerning the Pass/No credit Option.

Student Signature: _____ **Date:** _____

For office use only

Processed by:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
CUNY First Process date:	Date:
Comments:	