

## GRADUATE DECLARATION OF PASS/NO CREDIT OPTION

Graduate students who wish to exercise the P/NC option must:

- Register for the course in the usual manner
- Review the instructions for the Graduate P/NC request for guidelines and additional information
- Complete this declaration and submit it to the Office of the Registrar by the last day to withdraw from a course as stated on the academic calendar

### STUDENT INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
EMPLID

\_\_\_\_\_  
Address

\_\_\_\_\_  
Cell/Contact Number

\_\_\_\_\_  
Baruch E-Mail \_\_\_\_\_@baruchmail.cuny.edu

\_\_\_\_\_  
Major

The course selected for Pass/No Credit option is:

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Section

I have read the terms of the Pass/No Credit option and agree to abide by them:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REGISTRAR USE ONLY	
Received by	Processed by
Initial:	Initial:

# INSTRUCTIONS FOR GRADUATE PASS/NO CREDIT (P/NC)

- To exercise the P/NC option, the student must register for the course in the usual manner and apply at the Office of the Registrar by the last day to withdraw from a course as stated on the academic calendar
- Graduate students are allowed to cancel their P/NC option by the deadline indicated on the form and academic calendar for the semester.
- After the indicated deadline, Graduate students are not allowed to cancel their P/NC request or switch their P/NC request to another course they are taking during the same semester.
- Any changes the graduate students would like to make to the P/NC option form needs to be documented. If you decide to switch the P/NC option for another course, it is required that you submit an updated form to the Office of the Registrar requesting the update.
- Graduate students may elect to take one course on a pass/no credit-grading basis towards the completion of a degree program.
- If a C- or better is received, the student will receive a grade of 'P'. Credits completed will be recorded, but the grade will not be computed. If the student does not pass the course, a grade of 'NC' will be recorded; this grade will not be computed in the student's grade point average.
- If a grade of 'NC' is received in a core or required course, the course must be repeated only once and for a P/NC grade only.
- If a grade of 'NC' is received in an elective course, the student may either repeat the course or select another course. In both cases, a conventional grade will be assigned.
- The Office of the Registrar applies the P/NC option and the instructor is not informed of the student's decision.

## **School of Public and International Affairs:**

MPA, MIA, and MEd students are only allowed to use the P/NC option for one elective course only. It may not be used for Capstone Seminar Course (PAF 9190 or 9390).

## **Weissman School of Arts and Sciences:**

MS Industrial & Organizational Psychology may use the P/NC for any course in addition to Thesis course. Thesis courses are only graded on a P/NC basis.

MA students may elect to use the P/NC option for electives or required courses within the degree program.

## **Zicklin School of Business (Effective Fall 2005):**

MBA Students:

- This option may not be used for core courses or courses in the major.
- This option may be used for one elective course outside the major (e.g., a general elective or international elective; the international elective cannot be part of the 4-course major in this regard.)
- Students who change their major to accountancy cannot apply a P/NC graded course in accountancy or taxation toward their CPA requirements.
- Students who use the P/NC option and then change their major or pursue a second major cannot use a previous P/NC graded course in their major or petition to retroactively withdraw the P/NC option. Students must take an additional major course for a conventional grade. Students on F-1 visas will not be able to extend the duration of their program to do this.

MS students: The P/NC option is not available to students in MS programs.