

## GRADUATE DECLARATION OF PASS/NO CREDIT OPTION SUMMER 2017

Graduate students who wish to exercise the P/NC option for **Summer 2017** must:

- Register for the course in the usual manner
- Complete this declaration and submit it to the Registrar’s Office by the:

**Deadline: Monday, June 19, 2017**

**S1 – June 12, 2017 to July 13, 2017**

**Sunday, July 23, 2017**

**S2 – July 17, 2017 to August 17, 2017**

**Monday, June 26, 2017**

**S3 – June 12, 2017 to August 17, 2017**

### STUDENT INFORMATION

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
EMPLID

\_\_\_\_\_  
Address

\_\_\_\_\_  
Day Phone Number

\_\_\_\_\_  
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

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

- To exercise the Summer 2017 P/NC option, the student must register for the course in the usual manner and apply at the Registrar Office:

**Deadline: Monday, June 19, 2017**

**S1 – June 12, 2017 to July 13, 2017**

**Sunday, July 23, 2017**

**S2 – July 17, 2017 to August 17, 2017**

**Monday, June 26, 2017**

**S3 – June 12, 2017 to August 17, 2017**

- 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**, 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 Registrar's Office applies the P/NC option and the instructor is not informed of the student's decision.
- 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 the P/NC option form but allowed to switch the P/NC option for another course they are taking during the same semester until the Last day to withdraw with a 'W' grade listed in the academic calendar.
- 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 to come in person to the Registrar's Office and speak with the person handling the Pass/ No Credit option form.

## **School of Public Affairs (Effective June 2003):**

Effective Fall 2006, MPA 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).

## **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.