

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

- To exercise the Fall 2008 P/NC option, the student must register for the course in the usual manner and apply at the Registrar Office by **September 17, 2008**.
- Graduate students may elect to take **one course** on a pass/no credit-grading basis towards the completion of a degree program.
- If a grade of 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 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 '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 courses. 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 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 new major or petition to retroactively withdraw the P/NC option. Students must take an additional approved 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

GRADUATE DECLARATION OF PASS/NO CREDIT OPTION**Fall 2008**

Graduate students who wish to exercise the P/NC option for Fall 2008 must:

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

Deadline: Wednesday, September 17, 2008

LAST FIRST SOC. SEC. #

ADDRESS DAY PHONE

CITY STATE ZIP EVENING PHONE

E-MAIL: _____

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