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 MSEd 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

Rev: 8/13/2008 GP
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