

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

- To exercise the Spring 2012 P/NC option, the student must register for the course in the usual manner and apply at the Registrar Office:

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Deadline: Thursday, February 16, 2012

- 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 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 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.