



Office of the Registrar  
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Bronx Community College  
 of The City University of New York  
 2155 University Avenue  
 Bronx, New York 10453

### PASS/NO CREDIT GRADING SYSTEM

Undergraduate students may elect to be graded in courses according to either of two systems: (1) The traditional system of letter grades (A+ through F) or (2) The non-letter grades of Pass/No *Credit*, where "Pass" (P) is the equivalent of an "A," "B," "C," or "D" and "No *Credit*" (NC) is the equivalent of "F" (Grades of "P" and "NC" do not affect the student GPA.) Course requirements are the same regardless of the system a student may choose, but there are certain restrictions about how and when the student may choose the Pass/No Credit system. NOTE: This form cannot be used for courses with mandatory grading or minimum grade attainment.

\_\_\_\_\_  
 Name of Student

\_\_\_\_\_  
 EmplID

\_\_\_\_\_  
 Course and Section

\_\_\_\_\_  
 Instructor Name

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Instructor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Semester and Year

#### FACULTY/INSTRUCTOR- INSTRUCTIONS

If your departmental policy allows P/NC grades, and you are agreeable to this student requested option, please sign and date the form, and return it to the student. It should be noted that the grade of "NC" shall be used only to replace "F" grades. It shall not be used to replace a "WU" or "INC" grade. The student must complete the course.

#### Effective Fall2021

- (a) A maximum of 2 courses (including repeated courses) at Bronx Community College may be taken on a Pass/No Credit basis, excluding remedial/ developmental courses and courses with mandatory grading or minimum grade attainment.
- (b) If a Pass/No Credit is given where it is not an allowed grade according to existing regulations, it will be converted to a letter grade by the Registrar's Office. Credit grades to a grade of "C;" No Credit grades to a grade of "F."
- (c) Departments may opt to prohibit the use of Pass/No Credit grades in major courses, especially in areas where outside certification is required. ALL STUDENTS SHOULD CHECK WITH THEIR DEPARTMENTAL ADVISOR FOR POLICY.
- (d) The Pass/No Credit system may be requested by the student after the third week of the semester, verification of enrollment, and until the last day of instruction. The request must be completed via this form, with the approval of the course instructor, and submitted to the Office of the Registrar by close of business on or before the last day of instruction.
- (e) It should be noted that the grade No Credit shall be used only to replace the grade of "F" in the semester requested. A P/NC grade may not override a previously earned "F," "WU," or "FIN" grade.
- (f) Other colleges, graduate schools, professional schools, services, and employers may question the use of the Pass/No Credit grading option and may even apply their local interpretation of the P/NC. PLEASE NOTE: Eligibility for some financial aid grants may be affected by the choice of Pass/No Credit grades. It is the responsibility of the student to check.

THIS IS AN AGREEMENT BETWEEN STUDENT AND INSTRUCTOR - THIS AGREEMENT MUST BE SIGNED BY BOTH AND SUBMITTED TO OFFICE OF THE REGISTRAR

\_\_\_\_\_  
 FOR OFFICIAL USE ONLY-REGISTRAR'S OFFICE

Processed by: \_\_\_\_\_  
*Registrar Representative's Signature*

Date: \_\_\_\_\_

