

## P/NC Grade Option Request Form

(For Summer and Winter Sessions ONLY)

This form should only be used by undergraduate students to select the P/NC option or cancel a P/NC request for the current semester. Please visit the [Academic Calendar](#) for P/NC deadlines.

**Second-semester students, for the purposes of the P/NC Option, are defined as:**

- A. Full-time and matriculated students during their second semester at Queens College who entered with fewer than 12 credits from another institution of higher learning. Summer Sessions 1 and 2 do not count as a semester.
- B. Part-time and matriculated students who have completed more than 9 but fewer than 18 credits.
- C. Transfer degree students with more than 11 but fewer than 28 credits from any institution of higher learning during their first semester at Queens College. Summer Sessions 1 and 2 do not count as a semester.

**Before you decide to select the P/NC option, please read the P/NC policies and exceptions:**

1. You can only P/NC one course per semester and only one for the winter/summer session
2. You must continue to attend class, complete all assignments and take the final exam. If a student does not attend the course or if, as a result of excessive absences, the instructor has no basis on which to submit a final grade, a grade of WU may be assigned. The grade of WU will not be converted to an NC. Only an earned failure is converted to an NC.
3. You may not P/NC any course in your major or minor (without permission of the department), graduate level courses, ACE Seminar courses, CESL courses, English 110, 120, Math 110 or any Writing-Intensive course (if you have yet to meet the three-course Writing-Intensive requirement).
4. *If you matriculated Fall 2015 or after, you may not P/NC any course for CUNY Pathways. You may still P/NC the course and get credits if you pass it, but the course cannot be used to fulfill CUNY Pathways.*
5. No more than 21 P/NC credits may be applied toward the baccalaureate degree.
6. If you earn a passing grade of A+ to D, you will receive a P grade and credits for the course. If you earn a failing grade (F), you will be assigned a grade of NC (no credit), which will not affect your G.P.A.
7. Most graduate schools consider a P as D grade.

Please fill out the form completely and submit to support.qc.cuny.edu

**STUDENT INFORMATION**

Full Name (print clearly): \_\_\_\_\_ CUNY EMPL ID#: \_\_\_\_\_

Session and Year: \_\_\_\_\_

Academic Plan- Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

**COURSE INFORMATION:**

Course Name and Number (ex. BIOL 101)	Class Number (ex. 12345)	Check One
		P/NC <input type="checkbox"/> Cancel P/NC request <input type="checkbox"/>

**STUDENT AUTHORIZATION**

*By signing below, I am indicating that I have read and agree with the above P/NC policies.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Processed

Not Processed; Reason:

\_\_\_\_\_  
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