P/N C & WITHDRAWAL INFORMATION
Fall 2009

The P/NC and unevaluated withdrawal period begins on Friday, September 18, and ends on Wednesday, October 28, at 11:59 pm.

**NOTE:**
Options elected on October 28, 2009 must be processes before 11:59 p.m.

P/NC INFORMATION

Before you decide to select the P/NC option, consider these facts:

◊ You may P/NC only one class a semester.

◊ **No more than 21 P/NC credits** may be applied toward the baccalaureate degree.

◊ You may not P/NC any courses in your major, ACE seminar courses, CESL courses, ENGL 095 or 110; MATH 110; or writing-intensive courses.

◊ If you earn a passing grade of A+ to D, you will earn a P grade and credit 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 GPA.

◊ Most graduate schools consider a P as a D grade.

◊ You may process your P/NC request online through eSIMS via the CUNY Portal (and, if you change your mind, rescind/cancel it) only during the P/NC period, which ends on Wednesday, October 28, 2009 at 11:59 pm.

◊ The P/NC period deadline will not be extended. Failing a course or missing the deadline to select the P/NC option will not be considered grounds for an appeal.

**P/NC Option for Second-Semester Freshmen**

If you are a second-semester freshman during the Fall 2009 semester, the P/NC option deadline will be extended to Thursday, December 10, instead of Wednesday, October 29, but you will be required to submit your request in person to the Registrar's Office after the standard P/NC option period instead of processing it online through eSIMS via the CUNY Portal.

**Student Obligations**

After you have decided to use the P/NC option:

◊ You must (1) continue to attend class regularly; (2) complete all required assignments; and (3) take the final exam.

◊ Failure to fulfill these obligation **may result in a grade of WU** (unofficial withdrawal), which is not covered by the P/NC option.

WITHDRAWAL INFORMATION

Before you decide on whether or not to withdraw from a course, consider these facts:

◊ A grade of W indicates an official withdrawal from a course without grade penalty and does not affect your GPA.
An unevaluated withdrawal may not be reversed once selected.

An official withdrawal does not relieve you of your financial obligations for the course selected.

When selecting the withdrawal option, you must enter the last date you attended the course.

About Financial Aid

Selecting the unevaluated withdrawal option may adversely affect your financial aid. It is strongly suggested that you check with the Financial Aid Office (Jefferson Hall 202) before making your decision.

SELECTING EITHER OPTION*

To exercise the P/NC option or unevaluated withdrawal from a course, log on to eSIMS via the CUNY Portal at https://www.cuny.edu any day of the week from 6:00 am until 2:59 am of the following morning. Options elected on October 28, 2009 MUST be processed by 11:59 pm rather than 2:59 am.

Official confirmation will be sent to your Lotus email address after you have successfully processed your P/NC or withdrawal request. If you do not receive your confirmation, you may not have processed the option correctly, and you should contact the Office of the Registrar (Jefferson Hall, 1st floor) immediately.

To Select the P/NC Option

◊ In eSIMS via the CUNY Portal, click on the PNC/W Grade Request option on the menu.

◊ Next to the course you wish to P/NC, click on the Pass No Credit button. The Rescind button will appear once you have processed your request.

To Cancel Your P/NC Option

◊ In eSIMS via the CUNY Portal, click on the PNC/W Grade Request option on the menu.

◊ Click on the Rescind button. The Pass No Credit button will appear once your request has been successfully processed.

To Select the Unevaluated Withdrawal Option

◊ In eSIMS, via the CUNY Portal click on the PNC/W Grade Request option on the menu.

◊ Next to the course you wish to withdraw from, click on the Withdraw button. The term Withdrawn will appear once you have processed your request.

P/NC and Unevaluated Withdrawal options for the Fall 2009 semester are available from Friday, September 18, through Wednesday, October 28.

Note: options elected on October 28 must be processed before 11:59 pm.

*Important:

If you are registered for more than nine (9) courses, eSIMS via the CUNY Portal restricts you from processing these requests online. You must make your requests in writing to the Office of the Registrar during the official P/NC and unevaluated withdrawal period.