

P/NC Grade Option Request Form

For Summer or Winter Sessions, and Second Semester Students

This form is for undergraduate students selecting or canceling the P/NC option for the current Winter or Summer Session semester and for Second-semester students after the regular P/NC deadline has passed. 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, know that:

1. You must continue to attend class, complete all assignments and take the final exam.
2. Courses that earn a P from the P/NC option will not fulfill a Pathways requirement.
3. You may not P/NC any courses in your major, graduate courses, CESL courses, English 110, Math 110 or any writing intensive course.
4. You can only P/NC one course per semester or session, including summer.
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 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 G.P.A.
7. Only an earned failure will convert to an NC. Grades of WU, WN, WA, INC and FIN will not convert to an NC.
8. Grades of P are not used to determine Dean's List.
9. Some graduate schools consider a P as D grade.

For a full explanation of the PNC option please see Queens College's page on Academic Policies & Procedures.

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:** _____