

## BRONX COMMUNITY COLLEGE

of the City University of New York

### Committee on Academic Standing

Minutes of February 10, 2021 (web conference [Zoom])

**Present** (*17 +1 alt*): Yeury Agüero (Student; *arrived at 2:17pm*), Gregory Cobb (Soc Sc), Laurel Cummins (World Lang), Teresa Fisher (CommAS), Anthony Gatto (A&M), Janet Heller (HPER), Paul Jajairam (Bus), Noah Jampol (Eng), Mehdi Lejmi (Math), Eugene Mananga (Eng Phy Tech), Octavio Melendez (Adv, OAA), Stephen Powers (Edu), Wladyslaw Roczniak (Hist), Vivian Rodriguez (Nurs), Enyuan Shang (Bio), Dickens St. Hilaire (Chem), Karen Thomas (Registrar, *arrived after meeting started so A. Rivers was seated*), James Watson (Library)

**Present Alternates:** Carlos Cruz (CommAS), Julio Garay (Chem), Ivan Horozov (Math), Edward Lehner (Edu), Anita Rivers (Registrar) -- seated

**Guests:** Cheryl Byrd (Appeals Agent), Jessica Cabrera (ASAP), Leidy Pichardo (CD), Alexander Ott (OAA)

**Absent/Excused:** Aisen Mercado (Student), 2 unassigned SGA and 1 unassigned student members

1. **Call to Order:** At 2:04 P.M., meeting called to order by S. Powers. The meeting was recorded.
2. **Approval of the December 9, 2020, minutes:** The minutes from 12/09/2020 were approved by the 16 seated members present who were at that meeting. *Y. Agüero arrived after the vote was completed.*
3. **Student Appeals and Fall sub-committee dates:** C. Byrd reported there are 1172 appeals in the system, but many are duplicates: 806 were denied (many were duplicates) while 364 were granted. C. Byrd and S. Powers answered questions about denials, which happen for a variety of reasons including inappropriate appeals (e.g., remedial grades, non-WU or not-statute eligible grades, waiver of dismissal [no one has been dismissed in the pandemic world], lack of paperwork (and no response from student to C. Byrd's request for documentation), and, less frequently, insufficient reasons and/or documentation that doesn't align with personal statement. S. Powers, P. Jajairam, G. Cobb, and T. Fisher continue to review them.
4. **Report from Senate:** S. Powers reported that he presented the Business Department Law Program proposal for the second time and the revised Valedictorian/Salutatorian proposal for the first time. He also brought the 7.1.1 codification change in response to the revised CUNY policy extending the last day to withdraw from the semester as an information item: *7.1.1 Students wishing to withdraw from any course in which they are registered, may do so at any time after the end of the registration period and up until the last day of classes, as listed in the academic calendar, for a particular semester. This excludes final exam week.*
5. **Update on College NOW grade proposal:** S. Powers reported the proposal was rejected by CUNY Central OAA. A. Ott reminded of the rationale for the proposal and explained the response from CUNY Central OAA. Differential grading from course to course was the concern from the University Registrar. Ott reported that there is a CUNY-wide policy currently being proposed regarding College Now that will hopefully solve the problem where grades of A through C would remain as is, C- through D- would receive a CR, and F grades an NC.

6. **P/NC Grading:** S. Powers reported CUNY's Executive Vice-Chancellor is asking for all CUNY schools to have a P/NC policy. The document provided by them (attached) includes BCC's policy. A. Ott recommended BCC's policy to be discussed considering this request. As a reminder, there is a difference between our regular 8.1.6 Pass/No Pass Policy and the Chancellor's CR/NC COVID-19 grading policy that was in effect Spring 2020 and again in Fall 2020. As an additional reminder, we have other policies in place such as First Year Freshman Forgiveness and statute of limitations, which also provide relief to academically distressed students. O. Melendez proposed expanding the P/NP policy for a semester beyond the allowable 6 credits given the continued pandemic online teaching situation. Discussion ensued. Members are asked to bring to their departments the idea of expanding the P/NP policy beyond 6 credits and/or other modifications for the spring 2021 semester (or perhaps longer, if online teaching continues in the fall 2021 semester). The time required to get such a proposal approved by CAS, Senate, and then CUNY will be a challenge.
7. **PLA Policy:** S. Powers updated from the CUNY meeting and sub-committee meeting regarding updating/changing the previous learning assessment policy (see agenda). Discussion ensued.
8. **Moment of silence:** A moment of silence was held for colleagues lost to COVID-19.
9. **Adjournment:** 3:46 p.m.

Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. The next meeting is February 24, 2021. The remaining spring 2021 dates are March 10 and 24, April 14 and 28, May 12.

Respectfully Submitted,



Teresa A. Fisher, Recording Secretary

Handouts: agenda, P/NC template, P/NC CUNY information

Recording: [https://us02web.zoom.us/rec/share/mHqC7bW2MejsWNHVMD8AumV1jkaiZ1j-RrdesLJodnB\\_sFwtmcHLcwnsUIhmlBL8.GDvZg-L5DMVUx60f](https://us02web.zoom.us/rec/share/mHqC7bW2MejsWNHVMD8AumV1jkaiZ1j-RrdesLJodnB_sFwtmcHLcwnsUIhmlBL8.GDvZg-L5DMVUx60f)  
Passcode: j^d.x11\*

## COMMITTEE ON ACADEMIC STANDING

February 10, 2021 - 2:00 – 4:00

Topic: CAS 2/10/2021

Time: December 9, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: CAS 2/10/2021

Stephen Powers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86446416747>

Meeting ID: 864 4641 6747

### AGENDA

- |  |                  |
|--|------------------|
| <b>1. Call to Order and Announcements</b>  | Steve Powers     |
| <b>2. Approval of Minutes from 12/9/20</b>   | Teresa Fisher    |
| <b>3. Student Appeals</b><br>a. Need for more Appeals Committee members  | Cheryl Byrd      |
| <b>4. Valedictorian/Salutatorian, etc.</b><br>Presented to College Senate on 12/20/20<br>No questions – so once again thank you for your communication to departments and colleagues                       | Jaijairam, et al |
| <b>5. College Now Grades</b><br>Disapproved by CUNY Central OAA<br><u>BUT!</u><br>... there may be positive news...  | Alex Ott         |
| <b>6. From the Desk of the EVC.... P/NC grading (see attachments)</b>  | Alex Ott         |
| <b>7. PLA Policy Meeting 2/9/21 and sub-committee from 2/6/21</b><br>Credit for Prior Learning (CPL) or Prior Learning Assessment (PLA)<br>The #s below are added by me, for the purpose of CAS discussion | Steve Powers     |

- 1 – We accept credit from other colleges and universities
  - 2 – We (CUNY) accept AP credits
  - 3 – We (CUNY) accept military credits
  - 4 – We (CUNY) accept CLEP
  - 5 - We (CUNY) recognized challenge exams
  - 6 – ACE and CREDLY (CUNY), we will be participating in the grant.
- There is a lot to be completed (registrar, CUNYFIRST, bursar, admissions, Financial Aid, eportfolio, faculty compensation, committees, etc.
- 7 – credit from non-accredited colleges**
  - 8 – training (NYPD, Corrections, FDNY, Coast Guard, Excelsior, etc**
  - 9 – medical certifications, computer certifications, etc.**

#### Tentative Spring Dates

February 24, 2021  
March 10, 2021  
March 24, 2021  
April 14, 2021  
April 28, 2021  
May 12, 2021

## **UNIVERSITY P/NC POLICY FRAMEWORK**

From the August 1, 2018 Policy and Procedure Memo from the University Registrar:

“The grade of “P” or “NC” may be given as part of a ‘Pass/No Pass/No Credit’ agreement between a student and instructor. In order to receive this grade, a student needs to continue participating in academically related activities, complete all assignments, and take the final exam. If a passing grade is earned (A+ through D-), the student will receive a grade of ‘P’ and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC/NP which does not affect the GPA. This option must be requested prior to the last day a student can withdraw and receive a grade of “W” via an agreement with the Office of the Registrar. Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines. Colleges may place additional restrictions on the use of this option which must be clearly stated in their bulletin and on their website.”

Students requesting grading according to this system must still satisfy all requirements regarding attendance, assignments, and examinations set by the instructor. Course requirements and standards are the same as in the letter grading system, but P/NC grades carry no quality points and therefore are not counted when a student’s GPA is calculated by the College/School.

Below is a summary of found campus policies as examples of local restrictions. It may not be complete, as it represents what we could easily find on campus websites.

### **SENIOR COLLEGES**

#### **QUEENS**

##### **Pass/No Credit (P/NC) Grading Option**

Students may select one course each semester and one course in Winter and Summer Session for grading under the *P/NC* option. (*Note*: Summer Sessions 1 and 2 are considered a single semester.) No more than 21 credits of *P/NC* may be applied toward the baccalaureate degree. Courses in which students *only* earn a *P* or *NC* are not included in the 21 attempted *P/NC* credit limit.

Instructors *cannot* submit a grade of *P* or *NC* except in courses where these grades are the only legal grade. All earned passing grades (*A+* to *D*) will be converted to *P*; *F* grades will be converted to *NC*, which will not affect your GPA.

The *NC* grade is assigned only when an *F* is submitted by the instructor. 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*. *WU* and *WF* grades in courses taken under the *P/NC* option remain on the student's record. Since only an earned failure is converted to an *NC*, students must continue to attend class, complete all assignments, and take the final exam after selecting a *P/NC* grading option.

Students should note the following:

- Grades of *P* will not be applied to general college honor, which requires a student to complete at least 45 credits with letter grades at Queens College.

- Most graduate schools consider a *P* as a *D* grade.
- You should consult an advisor before selecting *P/NC*.

**What courses/requirements cannot be P/NC'd for students under CUNY Pathways General Education who matriculated to QC in Fall 2015 or later?**

- Courses, including prerequisites, in a student's major, major concentration, and minor (unless with departmental permission).
- Courses used to satisfy Required Core, Flexible Core, and College Option requirements. Note: You may still *P/NC* core courses; however, a *P* grade cannot be used to satisfy a core requirement.
- All writing-intensive units.
- Graduate and CESL courses.

**What courses/requirements cannot be P/NC'd for students under CUNY Pathways General Education who matriculated between Fall 2013 and Spring 2015?**

- Courses, including prerequisites, in a student's major, major concentration, and minor (unless with departmental permission).
- All writing-intensive units.
- Graduate and CESL courses.

**What courses/requirements cannot be P/NC'd for students under LASAR and Perspectives General Education who matriculated between Fall 1981 and Spring 2013?**

- Courses, including prerequisites, in a student's major, major concentration, and minor (unless with departmental permission).
- English 110, 120, 120W.
- Courses taken to satisfy the basic skills requirement in mathematics.
- All writing-intensive units.
- Graduate courses, ACE seminar courses, and CESL courses.

**To request the [P/NC grade option](#), please click [here](#).**

- For more information regarding grading policies, please visit the [registrar](#).

## **BARUCH**

### **Pass/No Credit**

MPA, MIA, and MEd-HEA students may use the P/NC option once for one elective course. It cannot be used for core courses. The Registrar must receive P/NC application by the deadline specified in the [Academic Calendar](#). After the deadline, a request cannot be withdrawn nor can a student decide during a course to change from a P/NC to a conventional grade. The course instructor is not informed that a student is completing the class under the P/NC option.

The grade of P or NC is not computed in the student's GPA. For example, if a student receives a C or an A, a P grade will be reflected on the transcript and the student will receive credit for the course. The C or A will not be calculated in the student's GPA. Similarly, if a student receives an F for the course, the NC grade will be reflected on the transcript and the F will not count in the GPA. Furthermore, if a student receives a NC, he/she may either retake the same course or another in its place, but this time a conventional grade will be assigned.

### *PASS/NO CREDIT OPTION (P/NC)*

Students may elect to take one course for degree credit to be graded on a pass/no credit basis. The pass/no credit option cannot be used for courses in the student's major or specialization.

- To exercise the P/NC option, the student must register for the course in the usual manner and apply at the Registrar's Office no later than the third week of the semester (see Baruch College Academic Calendar in the Schedule of Classes).
- The grade of P or NC is not computed in the grade point average.
- If a grade of NC is received in a core or required course, the student must repeat the course. The course may 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 P/NC option is applied by the Registrar's Office; the instructor is not informed of the student's decision.
- The P/NC option applies as follows to students in the Marxe School of Public and International Affairs: MPA, MIA, and MEd in higher education administration students may use the P/NC option for one elective course only. The option does not apply to the Capstone Seminar Courses (PAF 9190 and PAF 9390). MEd in Educational Leadership and SBL students are allowed to use the P/NC option for any one course in their degree program.
- The P/NC option applies as follows to students in the Weissman School of Arts and Sciences: MS in industrial and organizational psychology students may use the P/NC option for any course in addition to thesis courses. Thesis courses are graded only on a P/NC basis. MA students may elect to use the P/NC option for electives or required courses within the degree program.
- The P/NC option applies as follows to students in the Zicklin School of Business: MBA students are not permitted to use the P/NC option for core, major, foundational, or functional skills courses, but they may use the option for one elective course. Students following the 57-credit MBA who use the P/NC option and then change their major or pursue a second major cannot apply a course previously graded P/NC toward their new major or petition to withdraw the option. Students cannot apply a P/NC to a graded course in accountancy or taxation used toward CPA requirements. MS students may not use the P/NC option.

### **BROOKLYN**

**Pass-Fail Option** Often students hesitate to take courses in new areas because they have no way to gauge their capabilities in such areas. The pass-fail option is designed to encourage students to explore areas of inherent interest and thus achieve greater breadth of view.

To be eligible to take courses for a pass or fail grade, students must be sophomores, juniors or seniors who have declared their major, have a grade point average (GPA) of 2.00 or higher, and be in degree status for the baccalaureate. A pass grade is not counted in a student's GPA; a fail grade is counted in the GPA. A GPA of 2.00 or higher is not required for the pass-fail option in the physical education activities referred to below.

A total of 10 courses may be taken under the option. Students may take a maximum of six courses that are not kinesiology activities courses, with the exceptions noted below. All students, except majors in exercise science, may also take four kinesiology courses from Kinesiology 1101 to 1131.

The following courses may not be taken for a pass or fail grade: • College-wide requirements, including Pathways courses taken to fulfill Pathways general education requirements. Students not opting into Pathways should consult the 2012–13 Bulletin regarding pass/fail policy. • All courses in the student's major. • Courses outside the major department that are required to complete the major. • Honors courses.

In the fall and spring semesters, students may take for a grade of pass or fail no more than two courses each term as follows: one physical education activity course and one course chosen within the other limitations noted above. During summer sessions, students may apply to take kinesiology courses from Kinesiology 1101 to 1131 for a pass or fail grade.

The registration procedure for taking a course for a grade of pass or fail is the same as for any other course; application to elect the pass-fail option is made through the BC WebCentral portal after a student registers. The specific deadlines for each semester are posted on the academic calendar on the college website.

A student who takes a course under the pass-fail option must complete the course under that option. A pass grade may not be changed to another grade. All requirements of a course taken for a pass or fail grade, including term papers and examinations, must be completed satisfactorily. Honors projects may be submitted. However, courses completed with a pass grade are not counted in computing a student's eligibility for the Dean's Honor List. A student who receives a pass grade in a department that subsequently becomes the student's major department may apply to the Center for Academic Advisement and Student Success for permission to apply the course toward requirements for a degree.

## **LEHMAN**

### **Pass/Fail Option**

- Students may elect P/F grades for a maximum of 18 credits in their degree program under the following conditions:
- The course for P/F must be outside (a) the College degree requirements (b) the major, minor, or interdisciplinary program and the courses offered by Lehman's teacher education departments, except for those education courses that have Pass/Fail or Pass/No Credit grading basis.
- Only one P/F course may be elected in any semester, with the exception for those courses that have a P/F grading basis.



- The P/F choice may not be changed after the College late registration period has ended.
- The credits taken on a P/F grading basis will not be counted toward the major and minor.

## **JOHN JAY**

### **Pass/Fail Option**

Upon completion of 60 credits, students with a grade point average of 2.0 and higher may take one course a semester under a Pass/Fail Option, for a total of four such courses. The Pass/Fail Option may be applied to all courses except courses satisfying the College's general education requirements and courses in the student's major. Students can take one third of courses for a minor using the pass/fail option as per the Requirements for Minors in this undergraduate bulletin.

Application for the Pass/Fail Option must be made at the Jay Express Services Center before the conclusion of the second week of classes during the fall and spring semester, at the end of the first week of classes for summer session, and by the third class for winter session. Once granted, this option is irrevocable.

The grades of P received for courses taken under the Pass/Fail option are not computed in the grade point average. Grades of F are computed as a zero in student grade point averages.

## **CITY**

### **Is there a Pass/NC option?**

You may take one course a semester, but no more than six courses total, on a Pass/NC basis. The course cannot count toward the major or core requirements. Therefore, only electives should be considered. Here is the [request form](#):

## **HUNTER**

### **Credit/No Credit Policy for Undergraduate Courses**

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In many courses, it is possible to obtain credit for the course without receiving a letter grade. If students decide to receive a grade based on this system, they will receive "Credit (CR)" instead of A, B, or C, and will receive "No Credit (NC)" instead of D or F. Students can receive a grade of D instead of NC if they indicate this on their form requesting the CR/NC option. Students requesting grading according to this system must satisfy all requirements regarding attendance, assignments, and examinations set by the instructor. Course requirements and standards are the same as in the letter grading system, but CR/NC grades are not counted when a student's GPA is calculated by Hunter College. Students can choose whether they want to take a course for a letter grade or CR/NC, but certain restrictions apply.

#### Restrictions for Credit/No Credit Grades:

1. Some departments or programs restrict a student's choice in opting for Credit/No Credit. Several programs of study prohibit the use of Credit/No Credit grades in major courses. This applies especially to programs of study leading to outside certification or post-graduate study. Students should check with their departmental advisers for specific policies. On the other hand, there are some courses in which letter grades are not assigned. Departments or majors that restrict student choice of the CR/NC option must have this policy approved by the Senate. When departmental policies allow the CR/NC option, individual instructors cannot refuse students who want to exercise this option.
2. Credit/No Credit grades are not allowed for students on academic probation.
3. A maximum of four courses (including repeated courses) taken at Hunter College may be assigned a Credit/No Credit grade on the Hunter College transcript, excluding any courses with mandatory CR/NC grading. (Students who obtain a D as the final grade and have asked to have this appear on their transcript instead of NC, will have a grade for this course, which will then not count towards the permitted maximum of four Credit/No Credit grades on the Hunter transcript.)
4. The grade of CR shall be used to replace the academic grades of A, B, and C. The grade of NC shall be used to replace the academic grades of D and F. It shall not be used to replace the grade of WU.
5. If (as a result of a student's request) a CR/NC grade is given where it is not an allowed grade according to existing college, departmental, or major regulations, it will be converted by the Registrar's office to the underlying grade entered by the instructor.

#### Alert

Other colleges, graduate and professional schools, services, and employers may not favor credit/no credit grades. They may convert "Credit" to "C" and "No Credit" to "F" for their purposes. Such decision is done by the other institution. Students should consult with academic, faculty and financial aid advisors as well as check the policies of external financial-aid agencies before opting for CR/NC grades.

#### How To Opt For Credit/No Credit

In order to select CR/NC for a course, a student must complete and sign a form available from the Office of the Registrar and obtain the signature of the instructor in the course. The student must submit the form to the Office of the Registrar by 5:00 pm (EST) on the first day of the thirteenth week of classes in the fall and spring semesters, and the first day of the last week of classes in all winter and summer semesters. Students may not elect the CR/NC grading option after these deadlines and there are no appeals allowed for late election.

Please note, once a student chooses a CR/NC grade for a course, that choice is final and irrevocable. Furthermore, the form is not valid if the student's election of the CR/NC grading option violates college-wide or program-specific restrictions.

*NOTE: In the Spring semester of 2020, some of the above policies were temporarily suspended by CUNY due to the COVID-19 pandemic. Selection of the CR/NC grading option for courses in the Spring 2020 semester do not count against college-wide or program-specific restrictions regarding (1) the number of CR/NC uses allowed per semester, (2) the maximum number of uses allowed of the CR/NC grading option in total, (3) the selection of the CR/NC grading option by students on academic probation and (4) certain other restrictions. Please see [here](#) for a complete list of the temporary policies that were in place at this time.*

## **YORK**

### **P/NC - Pass/ No Credit**

Effective Fall 2017 semester, York College will only use the NC grade to indicate no credit in Student Development 101-105 courses. It will no longer be submitted for failing grades in any other courses. These grades are not considered in computing the academic index.

**Note:** The P/NC deadline will not be extended.

Failure in the course or missing the deadline to select the P/NC option **WILL NOT** be considered grounds for appeal.

### **P/F - Pass/Fail**

A student must have a 2.0 cumulative grade point average (GPA) or better at York College. Can't currently be on academic probation and must be at least a lower Sophomore (30 credits completed). May not select a course needed to fulfill General Education, Pathways and/ or Major or Minor requirements. May not select Graduate level courses. Can't have exceeded six (6) courses on a Pass/Fail basis. Only one (1) course may be taken on a Pass/Fail basis per semester.

## **CSI**

### **Pass/Fail Grading Option**

Undergraduate matriculated students of the College of Staten Island have the option to elect a Pass/Fail grade with the following restrictions:

1. Students may not elect the pass/fail option for any courses satisfying general education, pre-major, major, minor, or certification requirements.
2. Academic departments may exclude additional courses and may prohibit pass/fail courses from being used as prerequisites for degree requirements.
3. Courses taken on permit at other institutions and independent study courses may not be taken on a pass/fail basis.

**Credit Maximum:** The student may not elect more than eight credits (8) total as Pass/Fail. The total number of P grades on a transcript may not exceed 90 credits. This includes all credits transferred from other institutions.

**Grading and Grade Point Average:** For courses taken as Pass/Fail, letter grades “A through C” are converted to P; letter grades of D and F are converted to F. A pass “P” grade is not counted in the student’s grade point average. A fail “F” grade is counted in the student’s grade point average.

**Prerequisite Academic Standing:** A student must be matriculated, with sophomore, junior, or senior standing. Transfer students must have completed a minimum of 12 credits at the College of Staten Island. To elect this option, the student must have a GPA greater than or equal to 2.25.

**Deadlines:** Students must elect the pass/fail option each semester by the “last day to withdraw from course(s) without a grade of “W” as listed in the academic calendar for that semester. Students may not elect the pass/fail option retroactively. Once the election of pass/fail has been made, the student may no longer choose to receive a letter grade other than P/F for the course.

## **MEDGAR**

### **P&F - Pass & Fail Grades**

The Pass and Fail grading system is used when the course content or format does not provide an appropriate basis for the alphabetic system of student evaluation. Grades “P” and “F” may be assigned to any individual student enrolled in a class in consultation with the instructor. The Pass/Fail option is not available for Core courses nor courses in a student’s degree major. A student must obtain approval from the instructor after enrollment in the course. A student may not complete more than six (6) credits with “P” within the total associate program, and no more than twelve (12) credits with “P” within the total baccalaureate program. The Pass/Fail option must be selected for approval within the first five (5) weeks of class. Once this option is selected, it is irreversible. Grades of “P” do not carry quality points and are not calculated in the GPA; however, the number of credits earned is counted toward the number of credits required for the degree.

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## **CITY TECH**

No PNC optional grading policy

## **SPS**

No PNC optional grading policy

## **COMMUNITY COLLEGES**

### **BMCC**

Under the guidance of CUNY, BMCC's Academic Senate has adopted the following NC Grade Policy effective Spring 2018 for freshmen students if they meet the following requirements/guidelines:

1. Students must opt-in by the withdrawal deadline.
2. Students must continue attending the class, complete all assignments, and take the final exam.
3. The option to take a course as "NC" will only be offered to freshmen for a maximum of 8 credits, or 2 classes. A freshman is defined as a student who has earned 30 credits or less, including transfer credits. Non-credit bearing remedial classes will not be included in these 30 credits.
4. The "NC" grade will only apply to earned letter grades "C-" or below. A student who requests the "NC" option and earns a grade "C" or above will receive their earned grade.
5. Students should be encouraged to consult with their instructor when requesting the option of an "NC" grade.

### **BRONX CC**

8.1.6 Pass/No Pass Policy a. The grade of "P" or "NC" may be given as part of a 'Pass/No Pass' agreement between a student and instructor. The instructor is not obligated to grant this request. In order to receive this grade, a student needs to continue attending the class, complete all assignments, and take the final exam. b. If a passing grade is earned (A+ through D-), the student will receive a grade of 'P' and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC which does not affect the GPA. The required form is available from the Office of the Registrar. i. This option must be requested prior to the last day a student can withdraw and receive a grade of "W" via an agreement with the Office of the Registrar. ii. Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines. A student will be eligible for a maximum of two P/NC grades while attending BCC. iii. P/NC is not an option for courses in a major that require a specific minimum grade and/or have specific requirements due to programmatic accreditation or licensure regulations.

**GUTTMAN CC**

No PNC optional grading policy.

**HOSTOS CC**

No PNC optional grading policy.

**KINGSBOROUGH CC**

No PNC optional grading policy.

**LAGUARDIA CC**

No PNC optional grading policy.

**QUEENSBOROUGH CC**

No PNC optional grading policy.

## P/NC Policy Template – The City University of New York

**[INSERT INSTITUTION NAME]'s**

### TEMPLATE FOR A CAMPUS-BASED PASS/NO CREDIT GRADING OPTION

“The grade of “P” or “NC” may be given as part of a ‘Pass/ No Credit’ agreement between a student and instructor. To receive this grade, a student needs to continue participating in academically related activities, complete all assignments, and take the final exam. If a passing grade is earned (A+ through D-), the student will receive a grade of ‘P’ and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC which does not affect the GPA. This option must be requested prior to the last day a student can withdraw and receive a grade of “W” via an agreement with the Office of the Registrar. Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines. Colleges may place additional restrictions on the use of this option which must be clearly stated in their bulletin and on their website.”

Students requesting grading according to this system must still satisfy all requirements regarding attendance, assignments, and examinations set by the instructor. Course requirements and standards are the same as in the letter grading system, but P/NC grades carry no quality points and therefore are not counted when a student’s GPA is calculated by the College/School.

Below are things to address as you customize/develop a policy. As part of the policy, approval and adoption process as required by local college governance and board, you will need to develop transparent implementation and communication plans that are clearly stated on the college website.

- A. Restrictions or limitations [please list any restrictions you wish to impose for your temporary P/NC policy below]**
- *Are you limiting the number of courses per term permitted?*
  - *Are there courses for which the P/NC grade option is not available? Such as: Courses in programs that lead to a professional license or certification awarded by a state agency; Graduate courses.*
  - *Are there limits on the student populations not eligible for P/NC Option? Such as: Graduate students or Students on probation.*
- B. Implementation Procedures for how students will request the P/NC grade option. [Please note step by step process for students]**
- *Where will the opt-in process be posted for students?*
  - *What is the deadline for students to decide?*
  - *Is the instructor informed and if so, how?*
  - *How do students opt into this grading option?*
- C. Communication Plan. Please describe your communication strategy for informing students, faculty, and advisors of your plans for using the P/NC Option.**
- *Where will the expanded/revised P/NC policy be posted?*
  - *What vehicles will be used to communicate to students, faculty, and advisors?*
  - *Is there specific guidance you wish to direct students to in making the decision to opt-in to P/NC such as:*
    - *Most graduate schools consider a P as a D grade and*
    - *Consulting an advisor before selecting P/NC.*