

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK  
OFFICE OF THE REGISTRAR  
695 PARK AVENUE, NEW YORK 10065

CREDIT/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, B, C, D, and F) or (2) The non-letter grades of *Credit/No Credit*, where *Credit* (CR) is the equivalent of 'A,' 'B,' or 'C,' and *No Credit* (NC) is the equivalent of 'D' or 'F.' 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 Credit/No Credit system. **NOTE: This form is not needed for courses with mandatory CR/NC grading.**

**Matric – SUMMER 1993 – SUMMER 2000**

(a) A maximum of 10 courses (including repeated courses) at Hunter College may be taken on a Credit/No Credit basis (excluding remedial/developmental courses and courses with mandatory CR/NC grading).

(b) Credit/No Credit grades are NOT ALLOWED for students on probation.

(c) When a student chooses the Credit/No Credit option and earns a 'D' as the final grade, the student may choose to receive the D or a grade of No Credit.

(d) If (as a result of a student's request,) a Credit/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 will be converted to a grade of 'C,' No Credit grades will be converted to a grade of 'F.'

(e) With approval of the Senate, departments may prohibit the use of Credit/No Credit grades in major courses, especially in those areas in which outside certification is required. At this time, Credit/No Credit grades are not permitted in Education, Nursing, Pre-Engineering, Pre-Medical, Health Sciences, Nutrition and Food Science, and Pre-Law. ALL STUDENTS SHOULD CHECK WITH THEIR DEPARTMENTAL ADVISOR FOR SPECIFIC POLICIES.

**Matric – FALL 2000 or after**

(a) A maximum of 4 courses (including repeated courses) at Hunter College may be taken on a Credit/No Credit basis excluding remedial/developmental courses and any courses with mandatory CR/NC grading.

(b) Credit/No Credit grades are NOT ALLOWED for students on probation.

(c) When a student chooses the Credit/No Credit option and earns a 'D' as the final grade, the student may choose to receive the 'D' or a grade of No Credit.

(d) If (as a result of a student's request,) a Credit/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 will be converted to a grade of 'C,' No Credit grades will be converted to a grade of 'F.'

(e) With approval of the Senate, departments may prohibit the use of Credit/No Credit grades in major courses, especially in those areas in which outside certification is required. At this time, Credit/No Credit grades are not permitted in Education, Nursing, Pre-Engineering, Pre-Medical, Health Sciences, Nutrition and Food Science, and Pre-Law. ALL STUDENTS SHOULD CHECK WITH THEIR DEPARTMENTAL ADVISOR FOR SPECIFIC POLICIES.

**The Credit/No Credit system may be elected by students UP until the beginning of the final or the due date for handing in the last term paper (if there is no final exam).** Requests must be signed agreement between student and instructor using the reverse of this form. When departmental policies allow, request forms must be accepted by the instructor. Students requesting grading according to this system MUST:

(1) SATISFY WHATEVER ATTENDANCE **REQUIREMENT THAT HAS BEEN SET BY THE INSTRUCTOR,**  
(2) COMPLETE ALL OF THE ASSIGNMENTS AND (3) **TAKE THE FINAL EXAMINATION;** OTHERWISE THE GRADE OF 'WU,' OR 'INC' SHALL APPLY. It should be noted that the grade *No Credit* shall be used only to replace the grade of 'D' or 'F.' It shall not be used to replace the grades 'WU' or 'IN.' A *No Credit* grade may not override a 'FIN' grade.

**WARNING:** Other colleges, graduate schools, professional schools, services, and employers may look with disfavor upon the use of the Credit/No Credit grading option and may even convert *Credit* to 'C' grade and *No Credit* to an 'F' grade for their purposes. If you have any questions, please check with the Office of Student Services.

PLEASE NOTE: ELIGIBILITY FOR SOME FINANCIAL AID GRANTS MAY BE AFFECTED BY THE CHOICE OF CREDIT/NO CREDIT GRADES. THE STUDENT MUST CHECK BEFORE THE OPTION OF CREDIT/NO CREDIT IS SELECTED.

(Contract on Reverse Side)

**THIS IS AN AGREEMENT BETWEEN STUDENT AND INSTRUCTOR - TO BE SIGNED BY BOTH**

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***STUDENT'S RECEIPT***

**FACULTY/INSTRUCTOR – INSTRUCTIONS**

If your departmental policy allows CR/NC grades, please sign and date this receipt and exchange portions with the student. Keep the portion signed by the student with your grade book. It should be noted that the grade of 'NC' shall be used only to replace 'D' or 'F' grades. It shall not be used to replace a 'WU' or 'IN' grade.

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

\_\_\_\_\_  
EMPL I.D. Number

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

The above named student's request to be graded on the CR/NC system for the above course is acknowledged. If the final grade is 'D,' I have agreed to report it as: (Check One) \_\_\_ D \_\_\_ NC

\_\_\_\_\_  
Faculty/Instructor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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***FACULTY/INSTRUCTOR'S RECEIPT***

**STUDENT – INSTRUCTIONS**

Students who wish to be graded on the CR/NC system, please fill in the blank spaces except for the signature of the instructor and the date.

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

\_\_\_\_\_  
EMPL I.D. Number

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

I, \_\_\_\_\_, have read and understand the CR/NC regulations and am eligible to select this grading system. I request that I be graded by the CR/NC in the above course.

If my final grade is 'D,' please report it as: (Check One) \_\_\_ D \_\_\_ NC

\_\_\_\_\_  
Faculty/Instructor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

(See Instructions on Reverse Side)