

Petition to Receive Pass/No Credit (P/NC) Grades

The Pass/No Credit grading option encourages juniors and seniors to enroll in challenging courses outside their major or minor, adding breadth to their academic work while not incurring the penalty of a low grade.

Only juniors or seniors with a grade point average of at least 2.0 cumulative and in the major may petition to receive Pass/No Credit grades in elective courses with the approval of the student's major department chair. The Associate Dean needs to approve courses only when the student has exercised the pass/no credit option previously.

Courses that cannot be taken for Pass/No Credit include:

1. Courses in the major, minor or concentration
2. Courses required for the General Education or All-College requirements — composition and quantitative skills as well as Writing-Intensive (WRIT) courses and foreign language courses required for the bachelor of arts or bachelor of science
3. Graduate courses including all 500 level courses

NOTE: Only one course per semester, for a total of four, may be taken for Pass/No Credit. Any exception for an additional course during a semester requires the associate dean's approval. Departments may set additional limits, but cannot grant exceptions to the above stipulations.

Contact Information (Required)

Student Name: _____ Cortland ID Number: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ E-mail: _____

Phone: _____ Major/Program: _____ Junior Senior

| CRN | Subject Code | Course Number | Section | Instructor Name | Semester |
|-----|--------------|---------------|---------|-----------------|----------|
| | | | | | |

Student Signature: _____ Date: _____

Dept Chair of Student Major Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____
(Only required when a student has previously used the pass/no credit option.)

Students certify that they have read and understand the above criteria and do hereby petition to receive Pass/ No Credit grades for the listed course. Forms must be completed, approved and submitted to the Registrar's Office **within the first two weeks (for semester courses) or the first week (for quarter courses)**. Refer to the Registrar's Dates & Deadlines for the specific deadline date. Once approved and submitted, this petition is binding and cannot be reversed.