RUTGERS
School of Environmental and Biological Sciences

Office of Academic Programs
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APPLICATION FOR PASS/NO CREDIT COURSE

1. Students who have completed a minimum of 60 credits may take two (2) unspecified elective courses on a Pass/No Credit basis. The two (2) P/NC courses cannot be taken in the same semester. Pass/No Credit designation must be declared by **September 30th** (Fall semester) or **February 20th** (Spring semester).

2. **The instructor in the course is not aware** that you are registered on a Pass/No Credit basis. He/she will assign you an A, B+, B, C, C+, D, or F grade. The registrar will convert grades A-C to Pass, and D-F to No Credit. Pass/No Credit grades are not computed in the term or cumulative average.

3. You cannot change the course you selected as Pass/No Credit back to a letter grade. Please be aware that a No Credit (grades D-F) will prevent degree completion unless the course is over and above degree requirements.

4. Students taking a course on a Pass/No Credit basis must complete all the work for the course including the final examination and are subject to the same regulations as if on a letter grade basis.

5. This form must be submitted to the Office of Academic Programs in Martin Hall, Room 205 with your advisor's signature by the dates noted above.

Name: _____ RUID: _____

RU Email: _____ Graduation Year: _____

Major: _____ Number of Credits Currently Earned: _____

Requested Pass/No Credit Course Title: _____

Semester: ☐ Fall ☐ Spring

Course Number: _____ : _____ : _____ Index Number: _____
School # Subject # Course # 6-digit #

Advisor's Approval Signature: _____ Date: _____

Dean's Signature: _____ Date: _____