



No Credit (NC) Grade Request Form

"NC" grade policy effective Fall I 2021 for all students if they meet the following requirements/guidelines:

- 1. Students must continue attending the class, complete all assignments, and take the final examination. Only an earned failing grade (F) can convert to "NC" grade, with no credit awarded. No other grades are eligible under this policy.
2. The option to take a course as "NC" grade will be offered to all students for a maximum of 4 credits, or 1 class. Non-credit bearing remedial classes will not be included in the "NC" option.
3. Matriculated students with an "NC" grade already in their transcripts will not be able to use this option.
4. The "NC" credits are counted towards enrollment but not counted towards students' academic progress.
5. An "NC" grade from College Now or Early College Initiative programs prior to matriculation at the college does not count towards the "NC" cap as outlined in 4.
6. Faculty will submit their grades by following the LaGCC standard grade assignment chart. "NC" grade will be assigned administratively by the Registrar's Office. Student must opt-in within fourteen days after the grade submission deadline for each session. Deadline are published in the Academic Calendar. No special action will be needed by faculty.

All clinical phase courses in Nursing, LPN, OTA, PTA, Rad Tech, and Vet Tech (course prefixes: SCL, SCO, SCR, SCT, SCV, SCX) are excluded. Note: SCV101 is not in clinical phase and thus not excluded.

Please note that the "NC" grade will not impact student's financial aid and will not be calculated in the students' Grade Point Average at LaGCC. However, when the student transfers to another institution, the "NC" grade may be treated as an "F" grade.

NOTE: Students are strongly encouraged to consult with their Academic and Financial Aid Advisors before choosing the No Credit option.

STUDENT INFORMATION

Student's CUNYfirst EMPL ID#

Student's Last Name

Student's First Name

@live.lagcc.cuny.edu

Student's E-Mail

Semester Year Course Section 5 Digit Class #

I acknowledge that by signing and submitting this form I:

- consulted with my Academic and Financial Aid advisor.
understand and accept the stipulations outlined above.
understand that this choice is final and cannot be changed (including through academic appeal)

Student's Signature:

Date:

Please submit the completed form to NCgrade@lagcc.cuny.edu from your LaGuardia email account.