No Credit (NC) Grade Request Instructions
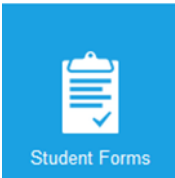
Purpose   The college policy allows an "NC" grade to be assigned to <u>freshmen</u> students who have completed a course with a grade of "C-" or below if they meet the following requirements:

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. A freshman is defined as a student who has earned 30 credits or less, including transfer credits.
4. A freshman may apply to take a maximum of 8 credits, or 2 classes, as NC.
5. The NC grade will only apply to earned <u>letter grades</u> C- or below. A student who requests the NC option and earns a grade of C or above will receive their earned grade.

Student should be aware that the NC grade may impact Financial Aid, and will not be calculated in Grade Point Average (GPA) at BMCC. However, when a student transfers to another institution, they should note that "NC" grade may be treated as "F" grade.

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Procedure

Step	Action
1	**Sign into BMCC Portal (https://mybmcc.bmcc.cuny.edu/my.policy) with your BMCC User ID and Password** **Note**: Username and password are the same as your BMCC email account/BMCC PC log in.
2	Click on **"Student Forms"** icon
3	Go to **"Office of The Registrar"**, click on the 3 bars
4	Then Click on **"No Credit (NC) Grade Form"** link
5	Enter required information and click "**Save and Submit**" button.