No Credit (NC) Grade Request Instructions

Purpose The NC grade will only apply to earned F grade. A freshman (a student who has earned 30 credits or less) may apply to take a maximum of 8 credits, or 2 classes. Nursing students may apply for a NC grade to be assigned once during their 2nd – 4th clinical semesters.

All students requesting NC grade must meet the following requirements:

(1) Students must opt-in by the withdrawal deadline, and (2) Students must continue attending the class, complete all assignments, and take the final exam to qualify.

Note: **Students who transfer to another institution should take into account 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 "**Submit**" button.