

## Pass/No Credit Option Form

A letter grade is available for most courses at the National Labor College, however a pass/no credit is an option. (Letter grades will not be an option for developmental courses or internship courses.) Student opting for a pass/no credit must follow the deadlines as listed below:

- Students taking an *online* course are required to indicate a preference for a pass/no credit by completing a "Pass/No Credit Option Form" by the end of the second Friday of the term.
- Students taking an *on-site* course will have until the end of the second class session during the residential component to indicate a pass/no credit by completing and submitting this form.
- A student enrolled in a continuing union education course will receive a pass/no credit but has the option to obtain a letter grade, if they elect to complete an assignment for the third semester credit. The "Pass/No Credit Option Form" will need to be completed at the time the assignment is submitted to the instructor.

Once the Pass/No Credit Option Form has been submitted, the student will **NOT** be permitted to change this designation. If a Pass/No Credit Option Form has not been completed by the student, then the letter grade default will automatically be applied to the course. A letter grade will have a cumulative effect on the student's overall grade point average. The pass/no credit designation will have no effect on the cumulative grade point average.

***By completing this form, you are acknowledging that you have opted for a pass/no credit in this course.***

\_\_\_\_\_  
Student's Full Legal Name

\_\_\_\_\_  
Student's ID or Social Security Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Term/Year

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*This form is to be returned to the registrar's office by the required deadline.*