



Grading Option Form

A letter grade is assigned for degree 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 a degree course are required to indicate a preference for a pass/no credit by completing this form by the end of the second Friday of the semester. Students in 7-week term classes must indicate a pass/no credit option by the Friday of the first week of the term.
- **A student enrolled in a Union Skills course will receive a pass/no credit but has the option to obtain a letter grade if they are degree seeking and if they elect to complete an assignment for the third semester credit.** The "Grading Option Form" must be completed before the start of class.

Once the Grading Option Form has been submitted, the student will **NOT** be permitted to change this designation. If a Grading Option Form has not been completed by the student, then the default grade type 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.

Student's Full Legal Name

Student's Birthday (day/month)

Course Title

Course Number

Term/Year

Instructor's Name

Student's Signature

Date

Please return the completed form to:
Registrar's Office
NLC, 10000 New Hampshire Avenue, Silver Spring, MD 20903 or fax to: 301.628.0160

