



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar

300 Jay Street, Brooklyn, NY 11201

Telephone (718) 260-5800

First Semester Student (Freshman & Transfer) Credit/No Credit Opt-in Form

Upload the completed form via the [Registrar Portal](#)

First-semester Freshmen and first-semester Transfer students may opt to have one D or F grade in **ONE** course converted to CR or NC and removed from GPA calculations for that semester. A D grade may be converted to CR and a F grade may be converted to NC. **It is strongly recommended that students meet with their academic department prior to submitting this form to the Office of the Registrar.**

EMPLID: _____

Last Name: _____ First Name: _____

Semester: _____ Major: _____

Are you receiving VA Educational Benefits: Yes No

Instructions:

Before submitting this form to the Office of the Registrar, ensure that your official grade has been entered.

- Students who receive a grade of NC are not eligible for the Dean's List for that semester.
- First-semester students (Freshman & Transfer) **only**. Readmitted students are not eligible for the CR/NC policy.
- CR cannot be applied to courses where the minimum passing grade, or minimum grade required in any major is a C. If the student earns a D, the grade will remain a D.
- The CR/NC policy will not override any department policies for student admission or progression.
- Competitive programs may opt to treat a NC grade as F and a CR grade as D in courses required for admission.
- The deadline to apply for a CR/NC grade change is the last day of late registration for the following semester.

Course Selected for CR/NC: only ONE course can be converted to CR or NC

Course Code (i.e. MAT 1275)	Class Number (i.e. 22322)	Credits (i.e. 3)	Original Grade (D _____ → CR) (F _____ → NC)	New Grade

NO ENTRY BELOW THIS LINE REGISTRAR USE ONLY

Action Taken: Approved ☐ Denied ☐

Reason for Denial: _____

Completed By: _____ Date: _____