

The City University of New York
CUNY SCHOOL OF LAW
Law in the Service of Human Needs

TO: Second Year, Third Year and Fourth Year Students
FROM: Academic Affairs
SUBJECT: **Taking an Elective Course for Credit/No Credit**
DATE: September 17, 2018

Our grading policy permits a student to take up to four CUNY School of Law elective courses Credit/No Credit. Academic Legal Writing, ISD, Law Review Editing, and Moot Court are all Credit/No Credit courses and count towards the limit of four. (Please note that transfer credits do not count towards the four.) To exercise this option, please return the attached form to elect Credit/No Credit for any elective courses for which you are registered this semester. **Submission period: Monday, September 17, 2018 through Wednesday, November 21, 2018 to the Office of Registration & Student Records Management (Room 4-109) by 4:30pm or to the Office of Academic Affairs (4-106) Monday to Thursday by 8:00pm.**

Meeting with the Academic Dean

- All students who are in their graduation term and wish to take a course Credit/ No Credit and need the course credits to graduate, must speak with the Academic Dean before the Registrar will allow the selection of Credit / No Credit. You need **not** meet with the Academic Dean if you do not need the course credits to graduate. Please email academicdeanoffice@law.cuny.edu to schedule an appointment.

The Credit/No Credit Option

- After completing the first year, a student may elect to take up to 4 elective courses including Academic Legal Writing, ISD, Law Review Editing, Moot Court for Credit/No Credit.
- A student taking a course for Credit/No Credit who receives a grade of A through C+ will receive a “CR” for the class and the grade will not be calculated into their GPA. A student taking a course for Credit/No Credit who receives a grade below C+ will receive a grade of “NCL (No Credit-Law)” and 1.00 “quality point” towards the GPA calculation. This means that the class will be calculated into your GPA as a D (1.0) if you get between a C and a D.

Students on probation will not be allowed to take courses Credit/No Credit.

- You may choose Credit/No Credit only for elective courses. Thus, the Credit/No Credit option cannot be exercised for Constitutional Structures, Lawyering and the Public Interest (Evidence), Public Institutions, and Property or repeated first-year courses, which are all required courses. Similarly, the Credit/No Credit option will not apply to Professional Responsibility (for students who matriculated in Fall 2015 or later), Lawyering Seminar III or your Clinic.
- Mastery & Application of Core Doctrine (“Core”) is a required course. However, students with a cumulative GPA of 3.3 or higher at the end of their fifth semester (or the seventh semester for students in the part-time program.) may opt out of this requirement. Any student who is able to opt out of Core Doctrine may elect to take it Credit / No Credit. Pro Bono Scholars may not take Core Doctrine Credit/No Credit.

*** Since “Core” and Applied Legal Analysis (“ALA”) are co-requisites, if you opt to take “Core” on a Credit/No Credit grading basis, you are opting to take ALA as Credit/No Credit as well. ***

- Once you have elected the Credit/No Credit option, **you may not undo it for any purpose**. Thus, you must think carefully and strategically about whether and when to exercise the option. If you do not submit the completed form by Wednesday, November 21, 2018, you will not be able to exercise the option for courses you are taking this semester.

How to Decide Whether to Elect the Credit/No Credit Option

- Keep in mind your individual career goals. Consider whether you want your transcript to show an “A” or a “B” in an elective course in a subject matter related to the area in which you want to practice. Transcript information provided to employers will include a description of the “Credit” grade as encompassing all passing work.
- Assess your total workload for the semester to determine whether electing the “Credit/No Credit” option for a particular course is likely to enhance the picture presented on your transcript or detract from it. If “Credit/No Credit” in one course gives you the space you need to do very well in all your other courses, this is a relevant consideration. On the other hand, if you are likely to do well anyway, you may want to take the course for a grade.
- Think about whether there is a particular semester over the next two years in which you will have a very heavy workload—either in courses, extracurricular activities, job search activities, or in outside employment. You may want to save your Credit/No Credit option for that semester.
- If you are considering electing Credit/No Credit for a bar-related course, you may want to think seriously about whether you will be motivated enough to have your work in that course translate into adequate preparation for the bar exam. The bar-related courses that are not required courses include Advanced Evidence (effective with the 2017 graduating class), Applied Legal Analysis (taken with Core Doctrine), Business Associations, Criminal Procedure I, Criminal Procedure II, Federal Courts (effective with the 2017 graduating class), First Amendment, New York Domestic Relations, New York Practice, Real Estate, UCC Survey, and Wills & Trusts.
- Finally, make sure that for whichever course you are considering taking Credit/No Credit, you will be motivated enough to receive a C+ in the course. Otherwise you will not receive any credit and may jeopardize your ability to graduate on time. If you are uncertain about whether to take a course Credit/No Credit, please come by the Academic Affairs Office—Room 4-106—to make an appointment. You may also consult your faculty advisor for guidance.

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Credit/No Credit Form: Fall 2018

DEADLINE: Wednesday, November 21, 2018

Return this form to the Office of Registration & Student Records Mgmt. (Room 4-109) by 4:30 PM or to the Academic Affairs Office (4-106) by 8:00 PM.

CLASS YEAR: 2LFT 2LPT 3LFT 3LPT 4LPT Exam Number _____

NAME _____ CUNYfirst ID _____

COURSE _____ FACULTY _____

COURSE _____ FACULTY _____

COURSE _____ FACULTY _____

COURSE _____ FACULTY _____

I wish to take the course(s) listed above on a Credit/No Credit basis. I understand that if I achieve a grade of C+ or above, my transcript will reflect a grade of "CR" for each of the courses listed above. The grade of "CR" will not be included in the calculation of my grade point average. However, I understand that if receive a grade below a C+ in a course taken Credit/No Credit, a grade of NCL (No Credit-Law) will appear on my transcript and 1.00 quality point will be calculated into my GPA. I understand that once I file this form, "CR" or "NCL" are the only two grades that I can receive for these courses.

Student's Signature Date ____ / ____ / ____

Signature of Academic Dean/Assistant Academic Dean (you only need permission of the academic dean if you are in your final semester and would not be able to graduate without the credits awarded for this class). Date ____ / ____ / ____

Registration Office/Academic Affairs Office:
Date Received _____ by _____