SOJ Pass/No Credit Proposal (approved 12.7.21 by SOJ Governance Council)

The Pass/No Credit (P/NC) option allows SOJ students in either the MAJ or MA-Engagement Journalism to take a single elective without having the grade affect their GPA. The Pass/No Credit (P/NC) option may only be used towards elective courses (see below for what counts as an elective). You may opt to use the Pass/No Credit (P/NC) option one time only.

- No required courses may be taken P/NC.
  - For MAJ this means Craft of Journalism, Audio/Video Newsgathering, Legal and Ethics, Intro to Data Journalism, a first advanced reporting course, Advanced Research Techniques, and nine credits of a first subject concentration.
    - For students in the Bilingual Program, the advanced reporting course and the first subject course are combined into one six credit course. This can not be taken P/NC.
    - For students in the Documentary Specialization, Doc Seminar 1 (4 credits), Doc Lab 1 (3 credits) and Doc Sem 2 (6 credits) can not be taken P/NC.
  - For MA-Engagement Journalism this includes Community Engagement, Reporting for Engagement Journalism, Audio/Video Newsgathering, Legal and Ethics, Intro to Data Journalism, Advanced Reporting for Engagement Journalism, Advanced Research Techniques, Social Media Tools, Metrics and Outcomes, Design and Development, StartUp Sprint, and Community Practicum.

- To exercise the P/NC option, the student must register for the course in the usual manner and apply submit the “Declaration of Pass/No Credit” form to the Office of Student Affairs by the last day to withdraw from a course as stated on the academic calendar.

- Students may cancel or change their P/NC option before the same Withdrawal deadline.
• The registrar will apply the Pass/No Credit option after final grades have been submitted; the instructor is not informed of the student’s decision.

• After the indicated deadline, students are not allowed to cancel their P/NC request or switch their P/NC request to another course they are taking during the same semester. There are no exceptions to this.

• If a TKTK grade or better is received, the student will receive a grade of ‘P’. Credits completed will be recorded, but the grade will not be computed in the student’s GPA. If the student does not pass the course, a grade of ‘NC’ will be recorded; this grade will not be computed in the student’s grade point average.

• If a grade of ‘NC’ is received, the student may either repeat the course or select another course. In both cases, a conventional grade will be assigned.
Craig Newmark Graduate School of Journalism

DECLARATION OF PASS/NO CREDIT OPTION

Graduate students who wish to exercise the P/NC option must:

- Register for the course in the usual manner
- Review the instructions for the P/NC request for guidelines and additional information
- Complete this declaration and submit it to the Office of Student Affairs by the last day to withdraw from a course as stated on the academic calendar

Last Name                        First Name                        EMPLID

Cell/Contact Number

J-School email: @journalism.cuny.edu

Degree program: MA-Journalism _____ MA-Engagement Journalism_____

The course selected for Pass/No Credit option is:

Course Number Section Title

I have read the terms of the Pass/No Credit option and agree to abide by them:

Signature                       Date