

**NYU****SCHOOL OF
PROFESSIONAL STUDIES****Office of Continuing Education Student Services****P: 212-998-7150****F: 212-995-3060**

Non-evaluative Grade Option for Continuing Education Courses

Continuing Education students have the option to take courses with a letter grade or on a non-evaluative (NE) basis. When taken on an NE basis, students will not be evaluated for the work completed in the course. Restrictions related to the non-evaluative option are described below. Once this option is selected, it cannot be revoked. Please submit the form to your academic program director.

Non-Evaluative Grade Option Policies:

- Courses used to fulfill the requirements for a certificate must be graded.
- All non-evaluative decisions are irrevocable and will be recorded on the transcript as NE.
- Approval to select the non-evaluative option must be submitted to the academic department within the first week of classes.
- The student is responsible for adhering to these regulations.

Name: _____

Email: _____

NYU N# (ie. N12345678): _____

I hereby elect the non-evaluative option for the following:

Term: _____ Year: _____

Course Title: _____

Course and Section #: _____

Department Approval: _____ Date: _____

I have read and have agreed to the above policies.

Student Signature: _____ Date: _____

**Both students and academic departments must retain a copy for their records.*

**Academic departments will document submission in the student CRM system (Salesforce).*