



**NYU**

**SCHOOL OF  
PROFESSIONAL STUDIES**

**Office of Continuing Education Student Services**

7 East 12th Street, Room 923

New York, NY 10003

**P:** 212-998-7150

**F:** 212-995-3060

[sps.nyu.edu/professional-pathways](https://sps.nyu.edu/professional-pathways)

## 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.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ NYU N# (ie. N12345678): \_\_\_\_\_

I hereby elect the non-evaluative option for: 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).*