



After Admissions & Records Office staff has processed this form, retain a copy for your records.

PASS/NO PASS REQUEST

(See policy statement on back)

CHANGE GRADED CLASS TO PASS/NO PASS CLASS

(Choice **must** be made before completion of 1/3 of class)

(Choice **cannot** be changed once made)

Date

Course ID

Quarter and year enrolled in class

Student name LAST FIRST MIDDLE

Student ID number (Social Security No.)

Student signature

Office Use Only
Date: _____ Initial _____

PASS/NO PASS POLICIES

Some courses are designed as P/NP courses. A letter grade is not available in these courses. For all other courses, a student may select the P/NP option instead of a letter grade.

This choice must be made no later than the 4th week of the term, or for courses shorter than 12 weeks, within the first 1/3 of the term. Once the choice is made, the resulting grade is FINAL.

No more than 30 "P" units can be applied toward the AA or AS Degree, and ordinarily, no "P" grades may be applied toward a major or EWRT 1A, EWRT 1B and Math to fulfill G.E. transfer requirements.

If you plan to transfer, some four-year institutions require a letter grade for transfer. Check with Counseling or the four-year institution requirements prior to choosing P/NP.

Please return completed form to Admissions and Records for Processing.