PASADENA COMMUNITY COLLEGE DISTRICT
ADMISSIONS & RECORDS OFFICE

PASS/NO PASS GRADING
OPTION REQUEST

PASS / NO PASS GRADING OPTION

When requested and assigned, the **P** grading symbol indicates a student has earned credit for the course. The P is equivalent to a grade of C or better and the units earned are not counted in the student's GPA. **NP** indicates a less than satisfactory or failing grade and no credit has been earned. The NP grade does not count against a student's GPA. Units attempted for courses where **NP** is recorded shall be considered in progress standing and dismissal procedures. **A student may apply a maximum of 12 "pass" units toward an AA/AS degree or certificate.**

Use the course schedule or catalog to be sure a course is offered with the P/NP grading option prior to submitting the form. Only those courses that are offered with a P grade option in the schedule can be approved for the P/NP grade option.

Name: _____   **ID Number:** _____
              LAST   **FIRST**

Email Address: _____   **Phone Number**: _____

Section 1: Select Term	Spring 20_____	Summer 20_____	Fall 20_____

CRN _____   **Course Name**_____
        EXAMPLE: 71131   **EXAMPLE: ENGL 001A**

Section 2: **Pass/No Pass Disclosures**- Read and Acknowledge

- The above course is being requested for Pass / No Pass (P/NP) instead of a traditional letter grade.

- The Pass / No Pass option must be requested by the last day of the class.

- The decision for Pass/No Pass cannot be changed after the Pass / No Pass option has been applied.

- Other colleges and universities may not accept courses taken on a Pass / No Pass basis, especially for satisfaction of major requirements.

- A maximum of 12 semester units with Pass may apply to the coursework required to earn an Associate degree or Certificate of Achievement.

- The option to request the Pass / No Pass may only be applied to one course per semester.

Acknowledgment: By signing and submitting this form, I acknowledge and agree to all of the terms stated herein.

Student Signature:_____Date: _____

Office Use Only:	Unit Max Confirmed: _____	Initial:_____Date: _____