



PASADENA COMMUNITY COLLEGE DISTRICT  
ADMISSIONS & RECORDS OFFICE

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**FALL 2020 ALTERNATIVE GRADING REQUEST**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

During this time of uncertainty, the California Community College Chancellor’s Office has allowed community colleges to extend options for grading through the end of 2020. PCC is supporting students through this difficult time by providing 2 options for alternative grading;

1. Pass/No Pass
2. Excused Withdrawal

Whenever possible, we encourage our students to end their courses with traditional grading. If this is not possible for Fall 2020, students should make informed decisions about selecting either of the alternative grading options. Future transfer plans and Financial Aid can be affected by your decision to change grade options and the timing of the decision. Carefully consider the implications of your options before submitting this form as the decision cannot be reversed.

**PASS / NO PASS GRADING POLICY AND AGREEMENT DURING FALL 2020**

The **P** grading symbol, indicates a student has earned credit for the course. This is the equivalent of a grade of C or better, but the units earned are not counted in the student’s GPA. **NP** indicates no credit has been earned. This is the equivalent of a grade of D or F. This is a less than satisfactory or failing grade but does not count against a student’s GPA.

- I understand I am requesting grading for courses as Pass/No Pass (P/NP) instead of a letter grade.
- I understand my decision cannot be changed after the P/NP option has been selected.
- I understand a course I have earned a Pass in cannot be repeated for credit at PCC.
- I understand other colleges and universities may restrict acceptance of courses taken on a Pass/No Pass basis, especially to satisfy a major requirements and for admission to programs with “impacted” status.
- I understand the usual rules of the Pass/No Pass policy have been suspended for Fall 2020. (ex: last day to request P/NP has been extended to November 30, 2020; one course per term limit has been waived; limit of 12 total units of P/NP at PCC has been waived).
- I understand discussing this with a counselor is a good way to determine the best grade option for me and I can access a Counselor through the Virtual Support Center located on the PCC Homepage.

Student Initial: \_\_\_\_\_ Date \_\_\_\_\_

**EXCUSED WITHDRAWAL DURING FALL 2020**

An Excused Withdrawal (EW) is a grade that allows students who had extenuating circumstances\* to have D or F or a W (substandard grade) removed from counting against them as an attempt for a course enrollment. This grade requires the student to provide verifiable documentation regarding the circumstance.

\*Extenuating circumstances include: check applicable reason(s)

Health related issues	Issues related to accessing internet or course materials
Financial/Job loss/Started new job	Difficulty adapting to online course offerings
Family obligations	Other:



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**Student Statement:** Briefly explain the extenuating circumstance(s) identified above.

[Large empty box for student statement]

Also: if you have documentation from a health care provider, social services, employment agency, etc. please submit to :  
<https://pasadena.sharefile.com/r-rc20ca8025573406>

**COURSES FOR ALTERNATIVE GRADING OPTION**

Course Name & Title	CRN	Select One Option

**ACKNOWLEDGING IMPACTS**

**Students Seeking Transfer:** I have reviewed the [FAQs on the Transfer Center](#) website. I am aware the course(s) for which I am requesting a P/NP option may impact my ability to transfer and/or gain admission to a particular program now or at any time in the future.

**Student Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Financial Aid:** Students who are receiving Financial Aid and are seeking an EW must include verifiable documentation to show the circumstances surrounding the request is related to the current public health concerns.

I am aware if I am receiving financial aid and am unable to provide documentation to confirm the withdrawal was COVID related, I may be required to pay back funds.

**Student Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
*If you cannot electronically sign please type your name.*

Office Use Only: Initial: \_\_\_\_\_ Date: \_\_\_\_\_