

This form needs to be filled out completely in order to be processed.

1. Please fill out your name, ID number, Birth date, the term this petition applies to, your academic program, the total number of units you have completed, and the section and course that you would like to take for P/NP or Pass/No Pass.
2. Please read the paragraph below and sign and date the form.
3. Bring the form to the Counseling Office to see a Counselor. The Counselor must approve this form in order for it to be processed.
4. Once a Counselor approves the form, please bring it to the Admissions and Records office for processing.
5. The Admissions and Records staff will change your grading option to P/NP or Pass/No Pass if this form is turned in prior to 30% of the class being complete. If you turn in this form after the 30% of the class has been completed, we cannot process this request.
6. The Admissions and Records staff will give you a copy of this form.

Please Note: Once you have turned in this form, you cannot change your grading option back to a letter grade option.

Pass/No Pass Grading Option Regulations

- 1 A maximum of 18 units of Pass can be applied towards the associate degree. Pass (P)/No Pass (NP) grades received as a result of awarding Advanced Placement units are exempt from the 18 unit limit.
- 2 Students who elect to take a course on a Pass/No Pass basis must receive approval of their counselor and file a Pass/No Pass Grading Option petition in the Admissions & Records office before 30 percent of the semester/term transpires. Check the schedule of classes for full-semester deadline dates.
- 3 Courses in which this option is available are listed in the college catalog. Generally, no course taken for a Pass/No Pass grading option may be used toward a major for an associate degree. Exceptions are made for Transfer Studies and General Arts & Science majors, who are limited to 9.0 units of P/NP towards the major. Students should be aware that courses graded P/NP might not be accepted in a transfer major, and are advised to consult with their intended transfer institution.
- 4 Students who elect to be graded on a Pass/No Pass basis CANNOT reverse the decision at a later date.
- 5 Students taking courses on a Pass/No Pass basis are held responsible for all assignments and examinations.
- 6 Students electing to be evaluated on Pass/No Pass basis will receive Pass (P) upon satisfactory completion (grade of C or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of No Pass (NP). Courses graded on a Pass/No Pass basis are not counted in calculating grade point average; however, they are considered in calculating progress probation/dismissal.
- 7 Students electing to take courses on a Pass/No Pass basis must meet any course prerequisite prior to enrolling in the course.
- 8 The Pass/No Pass grading option is not applicable to courses taken through Credit by Examination.
- 9 Some courses are offered on a Pass/No Pass basis only. These courses are listed in the college catalog.