



# Pass/No-Pass Grade Petition

Office of Admissions and Records  
(Effective catalog 2022-2023)

For Office Use Only

Rec'd By: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Contact Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Colleges shall identify in the college catalog all courses that are Pass/No Pass only, or where a Pass/ No Pass grading option may be selected by the student. Students may elect until the last day of instruction, as established and published by the district, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade.

## I request to be graded on a "Pass/No Pass" basis. I understand that:

1. I will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
2. I shall receive course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for "Pass" (P) is equivalent to the grade of "C" or better; unsatisfactory completion for "No Pass" (NP) is equivalent to the grade of "D" or an "F".
3. Course taken this term as a replacement/repeat of a previously-graded course may be taken Pass/No Pass. (Note that a grade of "Pass" will replace a previous grade, while a grade of "No Pass" will not replace a previous grade.) The previous grade GPA will not be counted towards the student's cumulative GPA if replaced with the Pass grade.
4. Units earned on a Pass/No Pass basis shall not be used to calculate grade-point average. However, units attempted for which a student received a "No Pass" designation shall be considered in probationary and dismissal procedures.
5. I acknowledge that the grading basis of Pass/No Pass may affect my placement on the Dean's List, President's List and institutional honors.
6. I may change my grading basis (letter grade to "Pass/No Pass" or vice versa) until the last day of instruction.
7. I cannot convert my Pass/No Pass grade to a letter grade after the official grade has been recorded on my transcript.
8. **ATTENTION TRANSFER STUDENTS: Before you elect to take a course for Pass/No Pass, it is highly recommended you consult with a transfer counselor, because each University/College has its own policy regarding courses accepted for credit taken with a Pass/No Pass grade. I am responsible for verifying the Pass/No Pass policy of my transfer institution. This information can be obtained at each transfer institution admissions office or catalog. Initials \_\_\_\_\_**
9. **Once this petition is approved, the petition is "Irreversible". Initials \_\_\_\_\_**

List below the courses you wish to take on a Pass/No Pass Basis: \_\_\_\_\_ Semester/Year

| Course Name & Number | Class Number | Course Name & Number | Class Number |
|----------------------|--------------|----------------------|--------------|
|                      |              |                      |              |
|                      |              |                      |              |

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_

Office Use Only

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