

P/NP (Pass/No Pass) Grade Request

Important Note: Some institutions will not accept a Pass (P) grade for required major courses or general education requirements. It is strongly advised that you speak with a counselor before using the P/NP option. Please verify course grading mode(s) on the [Course Catalog](#).

Submission Deadline: No later than last day of the respective class. For more info, please visit the [Pass/No-Pass Grading Option](#) and [Dates to Remember](#) webpage.

Form Submission: E-mail the completed form to arinfo@occ.cccd.edu from your student email address (@student.cccd.edu) or in-person to the Enrollment Center (1st floor Watson Hall). Mailed forms must be **postmarked by the U.S. Post Office on or before the deadline date** to address listed above.

STUDENT INFORMATION

Full Name: _____	Student ID#: _____
Student (CCCD) e-mail: _____@student.cccd.edu	Phone #: _____

COURSE INFORMATION

Term of the course(s) (select one):	_____ Spring	_____ Summer	_____ Fall	Year: 20_____
Course Name #1:	_____	CRN #:	_____	
Course Name #2:	_____	CRN #:	_____	
Check one of the following boxes:				
<input type="checkbox"/>	I request my grade option to be changed to a P/NP basis for the class listed above.			
<input type="checkbox"/>	I request my grade option to be changed back to a Letter Grade for the class listed.			

Please acknowledge the following:

- Some universities will not accept a Pass (P) grades for required major courses or general education requirements.
- A "P" for Pass (Satisfactory Completion) or "NP" for No Pass (Unsatisfactory Completion) do not affect GPA; no grade points are assigned.
- A maximum of 15 units of "P (Pass)" coursework earned at an accredited college or university can be counted toward the degree requirements for the Associate in Arts (AA) Degree.
- It's advisable to consult a counselor to understand how P/NP impacts your education or transfer plan.
- "P" grades may fulfill degree requirements but won't contribute to Honors lists; "NP" grades are considered for progress probation/dismissal.
- A new form must be submitted if changing class sections; the Pass/No Pass choice does not transfer.
- I understand that all coursework and attendance requirements **must** be met.
- Deadline to change the grading mode is the last day of the class and cannot be reversed afterward. No exceptions.

I have read and understand the information listed above and accept responsibility for the grade option chosen.

Your Signature: _____ Date: _____

Last date of the course #1: _____ Decision: Approved Denied - Reason: Not eligible for P/NP Received past deadline

Last date of the course #2: _____ Decision: Approved Denied - Reason: Not eligible for P/NP Received past deadline

OFFICE USE ONLY – Staff Initial: _____ Date: _____