



Orange Coast College
 Student Records Office
 PO Box 5005
 Costa Mesa, CA 92628-5005

P/NP (Pass/No Pass) Grade REQUEST

Please print

Student Name: _____ Student ID # _____

Course Name & #: _____ CRN #
 (ex. MATH A100)

Circle one: SPRING SUMMER FALL Year: 200_____

Instructor: _____
 Last Name, First Name

Important Note: Some institutions will not accept a passing (P) grade in courses required in a major or towards general education requirements. Students are strongly advised to consult with a counselor before signing and submitting the request for P/NP grading. **If you do a section change please submit a new P/NP form as this P/NP request does not automatically apply to the new section.**

DEADLINE for submitting this form to the Student Records Office is prior to completion of 30% of the course (visit the OCC website or contact the Records Office for specific deadlines.) If you chose to mail the form, your request **must be U.S. postmarked by the deadline.** Mail the form to: OCC, Attn.: Student Records, PO Box 5005, Costa Mesa, CA 92628-5005.

Once the deadline has past, the grading option is nonreversible. A passing (P) grade is equivalent to a letter grade of A, B, or C. A no passing (NP) grade is the equivalent to a letter grade of D or F. No grade points are assigned in either case: therefore, the grades are not used to compute the grade point average. A passing (P) grade however, will earn units completed.

I request to be graded on a P/NP basis for the above class. I understand this is not similar to auditing a course: that this request is nonreversible after the deadline for submittal and that all coursework and attendance requirements **must** be met since P/NP is merely a grading option.

Student's signature: _____ Date: _____

OFFICE USE ONLY

16 1ST 8 2ND 8 Other _____

INITIAL: _____ DATE: _____