



Orange Coast College  
 Enrollment Services  
 PO Box 5005  
 Costa Mesa, CA 92628-5005

## P/NP (Pass/No Pass) Grade REQUEST

Please print (Black or Blue ink only)

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Last Name, First Name)

Term:  FALL  SPRING  SUMMER Year: 2 \_\_\_\_\_

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

Instructor: \_\_\_\_\_  
(Last Name, First Name)

**Important Note:** Some institutions will not accept a Pass (P) grade for 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 you must submit a new P/NP form as this P/NP request does not transfer to the new section.**

**Form Submission:** Submit this form to the Enrollment Center, first floor Watson Hall on or before the deadline date. Forms submitted by mail, **must be postmarked by the U.S. Post Office on or before the deadline date.** Other postmarks will not be accepted. Mail the form to: Orange Coast College, Attention: Enrollment Services, PO Box 5005, Costa Mesa, CA 92628-5005.

**SUBMISSION DEADLINES: 16 week classes** - The Friday of the 3<sup>rd</sup> week of the semester.  
**Other Length Classes** - Prior to completion of 20% of the course (same date as last date to drop No "W"). Refer to your Student Class Program/Web Schedule Bill for specific course deadlines.

**This form must be complete (Initialed and the appropriate Check Box checked) or the request will be denied.**

**Initial** Once the deadline has passed, the grading option cannot be reversed. There are no exceptions to the deadline dates. A Pass (P) grade is equivalent to a letter grade of A, B, or C. A No Pass (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 Pass (P) grade may be counted towards degrees or certificates, but will not count towards Honors lists.

Check one of the following boxes:

**I request my grade option to be changed to a P/NP basis for the class listed above.** I understand that all coursework and attendance requirements **must** be met.

**I request my grade option to be changed back to a Letter Grade for the class listed above.** I understand that all coursework and attendance requirements **must** be met.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY - Counter

16  1<sup>ST</sup> 8  2<sup>ND</sup> 8  Other \_\_\_\_\_ Summer 1S4\_\_ 1S6\_\_ 1S8\_\_ 2S4\_\_ 2S6\_\_ 2S8\_\_

Last date to Record Academic History on SSAACCL: \_\_\_\_\_ INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Faculty Services: Approved \_\_\_\_\_

Denied \_\_\_\_\_ Reason: Class not eligible for P/No Pass  Rcvd past deadline  Incomplete Form