

Pass/No Pass Request - Admissions and Records Form



Instructions

1. Prior to the first class meeting, student can select a grading option changes on-line by logging in to MyPortal and selecting **Change Class Options (Pass/No Pass)** on the Student tab.
2. After the first class meeting, you will not be able to make this change on-line and must complete this form and turn it in to Admissions and Records.
3. *Students who choose to be evaluated on a Pass/No Pass (P/NP) basis rather than a letter grade (A, B, C, D or F) basis must be aware of the following considerations:*
 - The P/NP option must be chosen by the end of the fourth week of a 12-week quarter or the second week of summer session. That works out to the first 1/3 of the term.
 - Once this option is changed, it can not be changed again.
 - Some course are designed as P/NP courses. A letter grade is not available in these courses.
 - Students selecting the P/NP option must complete all course work and attendance requirements assigned by the instructor. This is not a request to audit a class.
 - Check with your college as to the number of allowable units that may be taken P/NP and can be applied toward an AA or AS degree. No "P" grades may be applied toward a major or English and Math courses used to fulfill General Education transfer requirements.
 - If you plan to transfer, some four-year institutions require a letter grade for transfer. Check with Counseling or the four-year institution requirements prior to choosing P/NP.
4. This is a pdf form that you can fill out and print. You can not save a copy of the filled-out form on your computer.
5. Turn the completed form into Admission and Records. Keep a copy for your records.

College: Foothill De Anza For Quarter: Summer Fall Winter Spring For Year:

Student Name:

Student CWID #:

Course Title:

and Course CRN #:

Student Signature:

Date: