

Student Name \_\_\_\_\_ (please print)

Student ID \_\_\_\_\_

Term and Year \_\_\_\_\_

**REQUEST FOR PASS/NO-PASS GRADING**

Course Identifier \_\_\_\_\_ Course Name \_\_\_\_\_ Instructor \_\_\_\_\_

Major \_\_\_\_\_

**I HAVE READ THE RULES FOR PASS/NO-PASS GRADING BELOW. (Circle one)    Yes    No**

1. Students must file a “Request for a Pass/No Pass Grade” in the Counseling Office before the appropriate deadline. (See semester deadline sheet in the Counseling Office.) Once a request has been filed no additional change in the grading system will be permitted.
2. In courses in which Pass/No Pass is authorized, the credit grade is granted for performance that is equivalent to the letter grade of “C” or better.
3. Pass/No Pass grades and units earned will be recorded on the grade report and permanent record. These units will not be used in computing the student’s grade point average but will be considered a part of the student’s cumulative unit total.
4. All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
5. Students who receive an “NP” grade in a course must petition to repeat the course in order to take it again.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

*For courses eligible for Pass/No Pass grading and for further details, please refer to the Taft College catalog or consult with your counselor/advisor. Transfer unit limits may apply on Pass/No Pass coursework.*

**Routing:**

Academic Records (original copy)

Student File

Instructor