



# Pass/No-Pass Grade Petition

Office of Admissions and Records  
(Effective catalog 2018-2019)

For Office Use Only

Rec'd By: \_\_\_\_\_

Name: _____	Student ID #: _____
Address: _____ Number Street	Date of Birth: _____
_____	E-Mail: _____
City, State, Zip	Contact Number: _____

**Title 5, California Administrative Code, permits the granting of credit toward a degree or certificate for course completed on a Pass/No Pass basis. I request to be graded on a "Pass/No-Pass basis. I understand that:**

1. I will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
2. I shall receive course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for "Pass" (P) is equivalent to the grade of "C" or better; unsatisfactory completion for "No-Pass" (NP) is equivalent to the grade of "D" or an "F".
3. I may repeat a course in which I receive a grade of "No-Pass" (NP) by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.
4. Units earned on a "Pass/No-Pass" basis shall not be used to calculate grade-point averages. However, units attempted for which "No-Pass" (NP) are recorded, shall be considered in probationary and dismissal procedures.
5. I may change my grading basis (letter grade to "Pass/No-pass" or vice versa) only once during the first six weeks of the Fall & Spring semesters, and once during the first week of the Summer/Winter Session. (In accordance with Title 5, Section 55752).
6. I cannot convert my "Pass/No-Pass" grade to a letter grade after the above (5.) deadlines or after I have completed the course.

**Only courses listed below are eligible for the Pass/No-Pass Option. (Effective catalog 2018-2019)**

Course	Course Number
Accounting .....	19
Art .....	All
Biology .....	185, 285, 385
Chinese .....	1, 3
CAOT .....	9, 62, 185, 285
Engineering, General .....	185
English .....	185
English Second Language (ESL).....	5A, 5B, 5C, 6A, 6B, 6C, 7, 8
French .....	3, 5
Italian .....	1
Japanese .....	1
Logistics .....	101, 102, 103, 104, 105
Physics .....	All
Spanish .....	1, 6, 12
Theater .....	235

**List below the courses you wish to take on a Pass/No Pass Basis:**

Course Name & Number	Section Number	Course Name & Number	Section Number

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_