PASS/NO PASS GRADE AUTHORIZATION

Some courses do not allow a P/NP grading option. Please verify the grading option and deadline to submit your request with the Admissions & Records office prior to completing the form. Forms received after the deadline will not be processed.

Student ID: __________________________ Quarter/Year: __________________________

Name: ____________________________________ Phone: __________________________

Last                                     First

Course Number | Section | Course Name | Instructor Name

⇒ By signing this form, you elect a P/NP grading option for this course. You may be unable to use the units towards a degree or certificate (see limitations below*). Courses taken for P/NP also may not transfer as major preparation courses.

⇒ NP grades may impact a student’s progress and are used in the calculation of progress probation and progress dismissal.

⇒ If there is any possibility that you may need to use this course or the units for a degree, certificate or transfer, do not take this course for pass/no pass.

Student Signature: __________________________ Date: __________________________

A grade of P is equivalent to a ‘C’ or better letter grade. A grade of NP is equivalent to a ‘D’ or ‘F’ letter grade.

*At LTCC a maximum of 12 units earned in courses where a grade of P is received may be used toward the A.A. degree.

*At LTCC a maximum of 4 units in courses where a grade of P is received may be used toward a certificate.

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