



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: _____
(6-digit LTCC ID number)

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.
 *A maximum of 4 units in courses where a grade of P is received may be used towards a certificate.

Office Use Only: Initial and Date