San Jose/Evergreen Community College District
Pass/No Pass Option Form

Name: _______________________________________________ SJCC Student ID#: ______________________

Last                          First                          Middle
Address __________________________________________________________

City ___________________________ Zip __________________________

Date: ___________________ Phone __________________________

Pass/NO Pass OPTION (CURRENT TERM)
☐ I am requesting to take the following course(s) as Pass/No Pass. This means that I will NOT receive a Letter Grade.
(Courses taken Pass/No Pass DO NOT calculate into G.P.A.) I am also aware that I will NOT be able to alter my grading option at a later date. Specific deadlines apply for selecting grade options. (See important information below)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course ID#</th>
<th>Instructor</th>
<th>Units</th>
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Student Signature: __________________________________________ Date: _________________

LETTER GRADE OPTION (CURRENT TERM)
☐ I am requesting to take the following course(s) for a Letter Grade. I am aware that I will NOT be able to alter my grading option at a later date. Specific deadlines apply for selecting grade options. (See important information below)

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Student Signature: __________________________________________ Date: _________________

IMPORTANT INFORMATION
• The course(s) must be listed with a Pass/NO Pass option (Catalog: with an “O”; Schedule: with a “+”).
• The course(s) may count toward satisfactory completion of an AA/AS Degree.
• The course(s) will be used in calculating Probation and/or Dismissal status.
• Students must submit this form to Admissions & Records by the 4th Friday of the regular semester, the 2nd Friday of the mini-semester, or the 1st Friday of the summer session (please check the schedule of classes for exact dates).
• Individual transcripts will reflect only a “P” or “NP”.

NOTE
Four-year colleges typically DO NOT accept transfer credits for courses taken for a Pass/NO Pass grade. If you are planning to transfer this course(s), you should check with a counselor before you select your grading option.

Rev. 08/21/2012 tak