Pass / No Pass (P/NP) Designation Form

LOS RIOS COMMUNITY COLLEGE DISTRICT

AMERICAN RIVER COLLEGE ◆ COSUMNES RIVER COLLEGE ◆ FOLSOM LAKE COLLEGE ◆ SACRAMENTO CITY COLLEGE

Student ID: _____ **Name:** _____

College: ☐ ARC ☐ CRC ☐ FLC ☐ SCC **Contact Phone Number (for this request):** _____

Purpose: This form is used to change the basis a course will be evaluated on from Graded (e.g. 'A', 'B', 'C', 'D', 'F') to Pass / No Pass (P/NP).

Where to Submit Form: Please complete the form below and submit to the college Admissions & Records office before the last day to petition for pass/no pass as published on the Academic Calendar.

What to Expect: Your designation form will be reviewed within 5 business days. Upon approval, the course you have elected to complete as P/NP will have its grading basis changed from Graded to Pass / No Pass. Your instructor will record a letter grade. However, in your student record (transcript) a passing grade ('A', 'B', or 'C') will be recorded as Pass ('P'), and substandard grades ('D' or 'F') will be recorded as No Pass ('NP'). P/NP notations are not factored into your grade point average but are a factor in academic progress. Some courses may not be converted to Pass / No Pass. You will be notified of the outcome of this form via your preferred email address in your student record.

I elect to be evaluated on a Pass / No Pass basis in the following course taken at the college indicated above:

Course (e.g., ACCT 101)	**Units**	**Term** (e.g., Fall)	**Office Use Only**
			☐ Approved ☐ Denied

I have read and understand the following information:

- Once the course has ended or a grade has been assigned, I cannot change the evaluation method from Graded to Pass / No Pass or the reverse.
- I may be required by my transfer institution to repeat courses in my major which I elected to be evaluated as Pass / No Pass.
- By electing to be evaluated on a Pass / No Pass basis, an earned grade of 'A', 'B', or 'C' in the course above will be recorded as 'P' while substandard grades of 'D' or 'F' will be recorded as 'NP'.
- Units attempted as P/NP will appear on my transcript. This notation will not be used in my grade point average (GPA), but will be used in determining my academic standing (e.g. good standing, progress probation, or progress dismissal).
- I must submit this request to my college Admissions and Records Office before the deadline listed on the Academic Calendar.
- It is recommended that I discuss this request, prior to submitting it, with my academic counselor as Pass / No Pass can potentially impact how programs and transfer institutions may accept this credit towards individual program requirements.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY **Processed by:** _____ **Date:** _____

Comments: