CITY COLLEGE
SAN JOSE

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

Name: _____ **SJCC Student ID#:** _____
           Last   First   Middle

Address _____

_____
City   **Zip**

Date: _____ **Phone** _____

☐ **Fall**

☐ **Spring**   **Year** _____

☐ **Summer**

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)

Course Title	Course ID#	Instructor	Units
_____	_____	_____	_____
_____	_____	_____	_____

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)

Course Title	Course ID#	Instructor	Units
_____	_____	_____	_____
_____	_____	_____	_____

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.