

SID _____ Quarter _____ Year _____

Name _____
Last First Middle

Item number _____ Course title _____ Course number _____ Credit _____

Instructor name _____

Instructions: Complete and return to the Registration and Records Office by the tenth day of the quarter. If the course is continuous enrollment (C), this request must be submitted no later than ten days after registration. Student may request to change the Pass/No Credit option to a decimal grade option through the 25th day of the instructional quarter. Submit a new Pass/No Credit request to cancel the first one. Check this box to request decimal grade option.

Students may request no more than 30 credits with “P” grades of the 90 quarter credits needed for graduation. Courses designated by the College as Pass/No Credit will not count in the total of 30 credits

Caution: Upon transfer, some institutions may convert the grade “P” to a “C” or a “D” grade for purpose of grade point average calculation.

Student signature _____ Date _____

OFFICE USE ONLY

Date received: _____ Date entered: _____ Initials: _____ Copy sent to instructor: _____