



Pass/No Pass Grading Request

EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED. *Submit completed form by email to MJCSeForms@mjc.edu or in-person to Enrollment Services on East or West Campus.*

Today's Date: _____

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone Number: _____

Course Information

Course Name: _____ Section #: _____ Semester/Year: FALL _____
 SPRING _____
 SUMMER _____

I hereby SELECT the Pass/No Pass grading option for the class indicated above.

I hereby RESCIND my original request for the Pass/No Pass option for the above class.

By signing below you agree to the following statements:

1. I understand this option will not be honored if the class shown above is not offered under a Pass/No Pass option.*
2. I understand this selection may NOT be changed after the first 30% period of the class (see class schedule).
3. I understand the P/NP symbol may not be petitioned later to be changed to a letter grade.*
4. I further understand the instructor will not be notified of this action.
5. I am aware that courses graded on a Pass/No Pass option indicate a "P" grade is earned with a "C" or better.
6. I am aware that 14 units is the maximum number of units that can be taken on a P/NP (including credit/no credit option).
7. I understand if I plan to transfer, transfer institutions often do not accept P/NP grades in a student's major. The college recommends that courses in the major be taken for a letter grade. You should also verify this with the institution you are transferring to.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Pass/No Pass Deadline Date: _____ **ID Verified** **Comments:** _____

Staff Initials: _____ **Date:** _____