



OREGON COAST  
COMMUNITY COLLEGE

## Pass/No Pass Grading Option Agreement

Oregon Coast Community College  
400 SE College Way  
Newport, OR 97366  
(541)867-8501 (Student Services)  
(541)867-8559(Fax)  
[oregoncoastcc.org](http://oregoncoastcc.org)

The Pass/No Pass option is only available until the 8th week of the term for regular 11 or 12 week courses. For less than full term courses please contact Enrollment Services. A student may apply for a maximum of 24 pass/no pass credits towards a degree at OCCC. **Students planning to transfer to a four year school should determine the policy of that school before electing the pass/no pass option at OCCC.**

**PROCEDURE:**

1. Obtain the instructor's signature for the course you are requesting the P/NP option.
2. Obtain your advisor's signature.
3. Submit agreement to Student Services **no later than** the end of the eighth week of term.

**ISSUES TO CONSIDER WHEN CHOOSING A GRADING OPTION:**

- It is best to take required courses, like those required for your degree, for a letter grade.
- A pass grade may not satisfy the prerequisite of C or better required for entry into some courses.
- There is a limit to the number of pass credits that can apply towards a degree or certificate. Check with your academic advisor regarding the limit set for your degree or certificate.
- There is a limit to the number of pass credits that will transfer to other college/universities. For more information, check with an academic advisor at the institution you plan to transfer to.

OCCC ID: \_\_\_\_\_ or SSN: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

Course Year/Term: Year 20\_\_\_\_ Term: Summer (Jun-Aug) Fall (Sep-Dec) Winter (Jan-Mar) Spring (Mar-Jun)

Course ID	Section #	Course Title

I am requesting to take the Pass/No Pass grade option for the course indicated below.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Oregon Coast Community College is and equal opportunity educator and employer

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Office Use:

Date received by Enrollment Services: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_