Pass/No Pass Grading Option Agreement

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)

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<tr>
<th>Course ID</th>
<th>Section #</th>
<th>Course Title</th>
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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: ________________________________

Date Revised: 12/4/2014