



Office of the Registrar

Pass/Non-Credit Request

OTR@greenriver.edu | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person or online at greenriver.edu/upload | greenriver.edu/OTR

Important Information

- If this course is a pre-requisite for another class, check the college catalog for possible decimal grade requirement. Some classes must have a decimal grade (minimum grade) to be eligible for the next class. By requesting to be graded pass or non-credit, you will forfeit the ability to satisfy the minimum grade requirement of the pre-requisite Class.
 - **Example:** Math courses have a minimum GPA requirement which determined eligibility to advance to the next level class. Math 097 had a 2.0 minimum GPA requirement to be eligible for Math& 107.
- Instructors are required to submit a decimal grade during the grading cycle at the end of the quarter, and if not, the processing of this form will be delayed until a decimal grade is received.
- A decimal grade of 1.5 or above is will be converted to a P grade. A decimal grade of 1.4 or below will be converted to an NC grade at the end of the quarter.
- **Deadline:** This form must be on file no later than the **end of the eighth week of the quarter** (fifth week for summer quarter) to the Office of the Registrar. The exact date is published on the [Academic Calendar](#).

****Once on file, this form is non-rescindable****

Student Information

Name: _____
Last First M.I.

ctcLink ID: _____
Quarter: Summer Fall Winter Spring Year: _____

Class Information		
Class Number (ex. 20720)	Class Catalog Name (ex. ACCT 110)	Class Title (ex. Practical Accounting I)

Signature

- I have read the information above and by signing this form I am petitioning to have the above class graded on a Pass/Non-credit basis. I understand this form is not rescindable once it is on file.

Student: _____ Date: _____

Office use only	Processed by: _____ Date: _____
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This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu.

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