



ENROLLMENT SERVICES PASS/NON-CREDIT REQUEST

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IMPORTANT INFORMATION

- o 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 determines eligibility to advance to the next level class. Math 097 has a 2.0 minimum GPA requirement before eligibility for Math& 141, Math& 107, or Math 147 is achieved.

- o This form must be on file no later than the end of the eighth week of the quarter (fifth week for summer quarter) in the Enrollment Services office. The date is published in the Quarterly Class Schedule.
- o Once on file, this form is non-rescindable.
- o Instructors are required to submit a decimal grade during the grading cycle at the end of the quarter, if not; the processing of this form will be delayed until a decimal grade is received.
- o A decimal grade of 1.5 or above 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.

STUDENT INFORMATION

Name: _____
Last First M.I.

SID: _____ Quarter: Summer Fall Spring Winter

CLASS REQUEST IS FOR			
Item No.	Dept.	Course No.	Course Title

STUDENT SIGNATURE

Incomplete requests without a signature will not be processed.

- 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.

Signature: _____ Date: _____