Term: Fall 20___/Spring 20___/Summer 20___

Grading Option Change Request

Student Name _____ **Student ID** _____
Last *First*

Class Number _____ **Catalog Name** _____
(Example: 1592) *(Example: HIST 110)*

Instructor Name (Print) _____

In order to change their grading option (from A,B,C to P/NP or vice versa), a student must request this option before 30% of the course has elapsed. Certain courses wherein all students are evaluated on a pass/no pass basis are noted under the class listings of the schedule of classes.

A pass (P) grade indicates at least a satisfactory (C) level of work; units are awarded but the grade is not counted in the MiraCosta grade point average. A no pass (NP) grade indicates less than satisfactory or failing, no units are awarded, and grades are not counted in the MiraCosta grade point average.

College policies vary in regards to acceptance of P/NP grades.
Some institutions may consider NP grades as failing and compute those grades into the transfer grade point average. It is important for students to check the policy at receiving institutions before choosing the P/NP grading option and/or check with a college counselor. California Community Colleges are directed to accept P/NP grades from accredited California institutions of higher education or equivalent out-of-state institutions but the reverse may not be true. Students are cautioned to evaluate the impact of choosing the P/NP option in regards to their transfer goals.

NP grades may impact a student's progress and are used in the calculation of progress probation and progress dismissal. *See the regulations on probation and dismissal in the college catalog.*

Financial Aid students should consult the Financial Aid Guide on the web:
http://www.miracosta.edu/StudentServices/FinancialAid/index.htm

I request to change the grading basis for the above course: (must be submitted to the Admissions and Records Office by the 30% deadline for the course)

☐ ***From A, B, C to P/NP*** ☐ ***From P/NP to A, B, C***

Student Signature _____ ***Date*** _____

Processed by: _____/_____
Date *Initials*

11/15 jane