



**Admissions and Records  
Pass/No Pass Option Request Form  
To be completed in BLACK ink only**

**Golden West College**  
15744 Golden West Street/PO Box 2710  
Huntington Beach, CA 92647-2710  
714-895-8306 M-Th 8am-7pm F 8am-3pm

Student Last Name _____ Student First Name _____ Student MI _____ Student ID _____ Instructor Last Name _____ Instructor First Name or Initial _____ CRN _____ Course (Ex: ACCT G101) _____				<b>FOR OFFICE USE ONLY</b> Term: _____ Initial: _____ Date: _____ Last Date to Choose Option: <b>Validation Required</b>
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Students selecting this option will receive a P for Pass (Satisfactory Completion) or NP for No Pass (Unsatisfactory Completion) grade symbol at the end of the semester. They may not receive a letter grade (A, B, C, D or F) if this form is signed and submitted by the deadline to select this option. Changes of grade option are not permitted after the deadline. Once the Pass/No Pass grading option deadline has passed, the grade option cannot be reversed. Therefore, before selecting this option, students should consult with a counselor. Some universities will not allow transfer credit for classes taken on a Pass/No Pass basis. Please refer to the course catalog Grading Options section for additional information.

Students selecting this grading option must submit the Pass/No Pass Grade Option Request Form to the Records Office by the specified deadline for each course. Students can find the various deadlines for their classes in their Student Class Program (Web Schedule Bill) from their MyGWC account. **The last day to choose the Pass/No Pass Option is the same date as the last date to drop a class without a W.**

Requests can be submitted in-person or by mail. If mailing, make sure the request is postmarked on or before the deadline date. Requests received on or after the deadline will not be processed.

**NOTE:** In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded course.

**I have read the conditions for the P/NP grade option on this form and in the current Golden West College catalog Grading Options section and understand no change may be made after the deadline.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability, or marital status. GWC 504/ADA Office - Coordinator of Accessibility Center Center for Education (ACE) at (714) 895-8721 or the campus Student Grievance Officer at (714) 895-8125.

**Instructions for students who are mailing in this request:**

1. Please be sure to complete form in full.
2. Make sure you sign and date this form, unsigned forms will not be processed.
3. Submissions not postmarked by the deadline to choose this option will not be processed.
4. Mail to the address listed at the top of this form.