



**Enrollment Center
Pass/No Pass Option Request Form
To be completed in BLACK ink only**

**Golden West College
15744 Goldenwest Street
Huntington Beach, CA 92647-3103
P. 714-895-8306**

				FOR OFFICE USE ONLY	
Student Last Name _____	Student First Name _____	MI _____	Student ID _____	Term: _____	
Instructor Last Name _____	Instructor First Name or Initial _____			Initial: _____	Date: _____
CRN _____	Course (Ex: ACCT G101) _____			Last Date to Choose Option: _____	
				This Validation is Required!	

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.

The request for this grading option must be submitted to the Enrollment Center no later than the end of the third week of the term for full-term (16-week) courses or during the first 20% of the course for all other length courses. For courses OTHER than full-term, the deadline is the same as the deadline for the Last Day to Drop Without a Withdrawal as printed on your Student Class Program (Web Schedule Bill). You can find the various deadlines for your classes on your Student Class Program (Web Schedule Bill) – the link is on the Student Tab in your MyGWC account.

Requests can be submitted in-person or by mail. If mailing, make sure the request is postmarked on or before the deadline date. Requests not signed or postmarked or brought into the Enrollment Center 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 and understand the conditions for the P/NP grade option on this form and in the current Golden West College catalog Grading Options section and understand that 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 Disabled Students Programs & Services (DSPS) at (714) 895-8721 or the campus Student Grievance Officer at (714) 895-8125. 04/18

Instructions for students who are mailing in this request:

1. Please be sure to read all of the information on this form.
2. Be sure to complete the form in full.
3. Make sure you sign and date this form – unsigned forms WILL NOT be processed.
4. Submissions not received in this office or at least postmarked by the deadline to choose this option will not be processed.
5. If mailing, mail to the address listed at the top of this form.
6. Fax to 714.895.8960