

## Petition to Change Grading to Pass/No Pass

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_  
(Last) (First)

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

*By signing or typing my name below, I am indicating that I have met with a counselor regarding the advantages and potential disadvantages of selecting a "Pass/No Pass" grading option for courses listed. The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purpose of validity, enforceability, and admissibility. I understand that once this form is submitted, SCC Admissions and Records may not reverse the P/NP grade option to a letter grade.*

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

### PETITION DEADLINE

PETITION DEADLINE IS THE LAST DAY OF INSTRUCTION FOR EACH SECTION

### IMPORTANT INFORMATION REGARDING THIS PETITION

- This form can only be used to petition Santiago Canyon College (SCC) classes. Classes being offered by Santa Ana College (SAC) must be petitioned through SAC.
- Some transfer institutions may require that certain courses be taken for a letter grade and/or may restrict the number of transfer units that may be taken Pass/No Pass. Consultation with an SCC counselor is required.
- Before approval, student is acknowledging that the coursework being submitted may affect degrees and certifications already posted. For example, requesting P/NP for "D" grades removes units counted towards a degree, certificate or transfer requirement.
- Student is responsible for submitting updated transcripts to all institutions, if needed.
- "Pass" indicates an equivalent grade of C or better, and "No Pass" is the equivalent to a substandard performance (equivalent to a grade of D or F).
- Petition will not be accepted without a counselor review and signature/approval.
- Once this petition is submitted and approved, you may not request that it be reverted back to a standard letter grade.

**This petition applies to the following term:**  Spring       Summer       Fall       Year

Course Subject/Number <small>(e.g. ENGL-101)</small>	Section Number <small>(e.g. 54321)</small>	Units	Campus <small>(SCC ONLY)</small>	Instructor Name	Counselor Recommendation <small>(Counselor use ONLY)</small>
					<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
					<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
					<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended

### FOR COUNSELOR/A&R UPON RECOMMENDATION & REVIEW

**Counselor's Printed Name:** \_\_\_\_\_

*By signing below I am indicating that I have met with the student and discussed the advantages and the potential disadvantages of selecting a Pass/No Pass option for the above mentioned course(s). I have indicated my recommendation(s) above (see Counselor Recommendation).*

**Counselor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

#### A&R USE UPON RECEIPT

RGN > PASS AUD Updated

**Initial:** \_\_\_\_\_

**Date:** \_\_\_\_\_