



Request for Pass/NC Grade Spring 2020

Please read the conditions under which the Pass/NC policy operates (reversed side of this form). **Only 1 course per form.**

STUDENT INFORMATION:

Student ID: _____ **Phone:** _____

Name: Last _____ First _____ M.I. _____

Under Graduate Graduate Major Minor

The following course(s) at California University of Pennsylvania in which I elected the Pass/NC grade option:

<u>CRN</u>	<u>Subject</u>	<u>Course Number</u>	<u>Credits</u>	<u>Instructors Name</u>	Approve	Denied
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Comment Area

REQUIRED SIGNATURES:

Approve Denied

I have examined the eligibility of the student to take this Pass/NC course.

Advisor's Signature Date

Department Chairperson's Signature (Student's Major) Date

Dean's Signature (Student's Major) Date

I certify that all the above information is correct, and I agree to accept a Pass/NC grade for the above named course in accordance with the Pass/NC policy. (See back of form for policy).

Student Signature: _____ **Date:** _____

Pass/NC Policy

1. The Pass/NC option will be open to any undergraduate/graduate student for Spring 2020.
2. A student wishing to exercise the Pass/NC option must do within a week of grades being entered.
3. The student will receive a final letter grade of P (Pass) for D or better work or NC for F level work for a course taken under the Pass/NC standard where dual grading systems exist.
4. A Pass grade will count toward graduation, but will not affect the student's quality point average. An NC grade will not count toward graduation and will not affect the student's quality point average.
5. No student will be permitted to use the Pass/NC option for any course that requires a letter grade, per their major or accreditation. Consult your advisor with any questions you have regarding this.

Students who elect a course or courses under the Pass/NC option and who then transfer to a major for which the course is required, may be allowed to transfer Pass/NC course for credit. Such transfer will be at the discretion of the Dean having jurisdiction over the department into which they are transferring and after consultation with the appropriate department chairperson.