

Santa Barbara City College
Admissions & Records Office
Pass/No Pass Policy

Student's Name (please print) _____
Last First Middle Initial

SBCC ID K _ _ _ _ _

I hereby petition to be graded on a Pass/No Pass basis in

CRN _____ Course _____ Units _____ Semester/Yr _____

I understand this request is final and I will not ask, at any time to receive a letter grade for this course.

Student Signature *X* _____ Date _____

Instructor or Academic Counselor Signature *X* _____ Date _____

PASS / NO PASS POLICY

Students may elect a Pass/No Pass grading option with a faculty signature (academic counselor, department chairperson, or instructor of record). A completed Pass / No Pass form must be submitted to Admissions & Records no later than Friday of the 5th week of the semester (Fall & Spring) and Friday of the 2nd week during summer session. (30% length of courses that are not full semester length) After that time, neither the student nor the instructor may change the decision.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better, which equates to satisfactory completion. A student who fails to perform satisfactory will be assigned a "no pass" grade.

Transfer institutions may not accept all course with Pass/No Pass grading. You are encouraged to consult with an academic counselor about your decision to take a course Pass/No Pass and the ramifications it may have towards meeting degree and/or transfer requirements.

It is the student's responsibility to submit PASS / NO PASS forms to Admissions & Records prior to the stated deadline. Forms that do not have a signature from course instructor or academic counselor will not be accepted.