

**Admissions and Records  
Request for Pass/No Pass Grade**

**Directions**

1. This form is required for students requesting the Pass/No Pass option instead of a letter grade. It is **not** required for courses listed in the Catalog and Schedule as "Pass/No Pass Only."
2. Using this form ensures compliance with College policy and provides documentation of the request for the student, instructor, and the Admissions Office.
3. The deadline for submission of the form to Admissions and Records is Friday of the fifth week of Fall or Spring semester full-term classes, and 30% of the length of short-term, open-entry, and summer classes. (CCR Title V, section 55022)
4. Student:
  - a. Enter student and course information below then forward to Instructor.
  - b. The instructor must sign the form.
  - c. The instructor **MUST** submit the form to the Records Department of the Admissions and Records Office.

Student Permanent ID Number:	@								
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Student Name:			
	Last	First	M.I.

Course Number and Title	CRN	Semester/Year	Instructor Name (last, first)

Student Signature	Date	Instructor Signature	Date
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**"See Back For Important Information"**

**OFFICE USE ONLY**

Received By:	Date:	Processed By:	Date:
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## INSTRUCTOR INFORMATION

1. This form **IS REQUIRED** for students requesting the "Pass/No Pass" option versus a standard letter grade (A-F). It is **not** required for courses listed in the catalog/class schedule as "Pass/No Pass" only.
2. **Only those courses listed in the college catalog/class schedule with the "Pass/No Pass" option will be considered.**
3. This form ensures compliance to Cypress College policy and protects students and instructors in an accurate assignment of a Pass/No Pass grade.
4. The form is to be completed by the student and instructor.
5. Instructors retain the blue copy. Students retain the yellow copy.
6. Students are to bring the white copy to the Records Department of the Admissions and Records Office by the Friday of the sixth week of a semester-length class **OR** by 30% of the length of a short term, open-entry, and summer classes

Note: Some of these courses may be taken for a letter grade. The units will not count toward the number of units a student must complete at Cypress College in order to earn an Associate Degree. For courses which may be taken for a letter grade, students who plan to transfer to a four-year institution should not choose the Pass/No Pass grading option. Many transfer institutions will not accept Pass/No Pass graded courses to be applied toward major, minor and general education requirements. Students should check the catalog of the transfer institution and see their counselor for further information. There is a current rate per unit fee for taking the challenge examination.