



Pass/No-Pass Grade Petition

Office of Admissions and Records
(Effective catalog 2019-2020)
COVID-19 Executive Order 20-02

For Office Use Only
Rec'd By: _____

Name:	<input style="width: 95%;" type="text"/>	Student ID #:	<input style="width: 95%;" type="text"/>
Date of Birth:	<input style="width: 100%;" type="text"/>	Contact Number:	<input style="width: 100%;" type="text"/>
		E-Mail:	<input style="width: 100%;" type="text"/>

On March 16, 2020, the state Chancellor's Office has provided relief in Executive Order 20-02 that waives timelines and other restrictions related to students' abilities to request Pass/No Pass (P/NP) as a grading option. The LACCD will lift the restriction on the number of courses/units students can take for Pass/No Pass this semester and in future terms while the COVID-19 health emergency continues. Additionally, these courses will not count towards the maximum number of P/NP limits one may apply to the degree, including major courses, as may be defined by each college.

I request to be graded on a "Pass/No Pass" basis. I understand that:

1. I will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
2. I shall receive course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for "Pass" (P) is equivalent to the grade of "C" or better; unsatisfactory completion for "No-Pass" (NP) is equivalent to the grade of "D" or an "F".
3. Course taken this term as a replacement/repeat of a previously-graded course may be taken Pass/No Pass. (Note that a grade of "Pass" will replace a previous grade, while a grade of "No Pass" will not replace a previous grade.) The previous grade GPA will not be counted towards the student's cumulative GPA if replaced with the Pass grade.
4. Units earned on a Pass/No Pass basis shall not be used to calculate grade-point average nor will NP be considered in probationary and dismissal procedures.
5. I acknowledge that the grading basis of Pass/No Pass may affect my placement on the Dean's List, President's List and institutional honors.
6. I may *change* my grading basis (letter grade to "Pass/No Pass" or vice versa) on or before the last day to drop with a W/EW for the course.
7. I **cannot convert** my Pass/No Pass grade to a letter grade after the official grade has been recorded on my transcript.

8. ATTENTION TRANSFER STUDENTS: Before you elect to take a course for Pass/No Pass, it is highly recommended you consult with a transfer counselor, because each University/College has its own policy regarding courses accepted for credit taken with a Pass/No Pass grade. I am responsible for verifying the Pass/No Pass policy of my transfer institution. This information can be obtained at each transfer institution admissions office or catalog. Initials _____

9. Once this petition is approved, the petition is "Irreversible". Initials _____

List below the courses you wish to take on a Pass/No Pass Basis:

Course Name & Number	Class Number	Course Name & Number	Class Number

Student's Signature: _____ Date: _____

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Processed By: _____	