SEATTLE PACIFIC

Office of the Registrar

Pass/No Credit Request

STUDENT INFORMATION

Name:_____**SPU ID #**: _____

Email:_____**Quarter/Year of Request**: _____

Pass/No Credit Requested for:

CRN	Subject Code	Course Number	Course Title	Credits/ Units	Instructor

Policy Statement and Agreement

Pass/No Credit Grading Option Policy

- **Some courses allow the option of a grade of P/NC** rather than a regular letter grade.
- **The P grade in this option** must be at least equivalent to a C grade (2.0).
- **A course must carry the Pass/No Credit Grading Mode** in order for a student to request that option. A course's available grading modes are specified in both the University Catalog and the Time Schedule.
- **If a course carries the P/NC option**, students may choose that option by completing a P/NC form in the Office of the Registrar. The form must be submitted no later than 4:30pm on the 10th day of the quarter.
- **The total number of credits** toward the degree for which students may elect the P/NC option is based on the student's class standing at *entrance* to SPU, as specified in the schedule below. Limitations on transfer credits apply as well.
  Freshman – 30 credits, Sophomore - 20 credits, Junior – 15 credits, Senior – 5 credits
- **Students may elect to receive the P/NC option in no more than one course per quarter** that also carries the regular grade option.
- **Courses graded P may not count** toward a student's major, minor, or graduate program (except where exceptions are stated in the University catalogs), nor do courses with P grades fulfill University Foundations, University Core, Honors Program, Exploratory Curriculum, or General Education requirements.
- **Courses in which a student** earns a Pass or No Credit grade do not count in a student's grade-point average calculation. **However, college-level credits** (numbered 1000–4999) earned with a Pass grade *do* count toward elective credits in a bachelor's degree.

In conformity with the regulations concerning the Pass/No Credit Grading Option Policy, as stated above, I request permission to receive a grade of Pass (P) or (NC) for the course referenced above.

Student Signature:_____**Date:** _____

OTR Use Only: Δ Grade Mode updated in SFAREGS   Initial:_____   Date: _____