

**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  \_\_\_\_\_ Date \_\_\_\_\_

Instructor or Academic Counselor Signature  \_\_\_\_\_ Date \_\_\_\_\_

### PASS / NO PASS POLICY

Students may elect Pass/No Pass grading in any course listed in the catalog. A completed Pass / No Pass form must be submitted to Admissions & Records no later than the Friday 5th week (30% length of courses that are not full semester) of the semester (1<sup>st</sup> week during summer session). 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.

Transferring institutions may not accept all courses with Pass/No Pass grading. For Students seeking an Associate in Arts for Transfer degree or an Associate in Science for Transfer degree, a pass/no pass grade is not permitted in those courses needed to fulfill department requirements.

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.

PASS / NO PASS Forms must be submitted 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.