



Pass / No Pass Grade Option Request

To use this form, you must be currently enrolled in a credit course that has a Pass / No Pass grading option.

Please **print** clearly in ink

Student ID	Student's Last Name	Student's First Name

Year/Term	Course Name & Number	Section Number	Name of Instructor

My signature signifies that I have read the instructions and adhere to the published deadlines to select this option. I agree to sign and return this form to the Admissions & Records office by the Pass/No Pass deadline (each section has a specific deadline – as verified against the deadline within the WV Portal). If mailing, faxing, or emailing a scanned form, it must be **received** by or before the individual section's deadline.

By signing and submitting this form,

- I understand that the Pass / No Pass option is not reversible for any reason and after submitting this form to the Admissions & Records office I may not change my mind at a later date and request a letter grade.
- I understand the Pass / No Pass option policy and I elect to receive a P or NP grade in the course section(s) that I have identified on this form.
- I understand that it is my responsibility to verify whether or not the course is offered with a Pass/No Pass option by checking with a Counselor, course instructor or college catalog.
- I understand that it is my responsibility to verify if the Pass/No Pass option is available within my major degree work or if it is transferable to a ***four-year college or university***.

Student Signature

Date

Instructions for selecting the Pass / No Pass Grading Option

As the student it is your responsibility to:

1. Obtain form from the Admissions & Records office, or download it from Admissions & Records webpage or portal. Complete, sign and submit.
2. Deadlines are posted on the WV Portal and the Admissions & Records webpage.
3. Submit
 - a. By Email: Scan and attach form to email. Send to askwvc@westvalley.edu
 - b. By Fax to: (408) 867-5033
 - c. In-Person: Admissions & Records Office during posted open hours

Admissions & Records Use Only:	Year/Term _____
Date Received: _____	Date Entered: _____ By: _____