



**SANTA MONICA COLLEGE**  
**REQUEST TO TAKE COURSE ON BASIS**  
**OF PASS/NO PASS**  
 (formerly Credit/No Credit)

<b>OFFICE USE ONLY</b>	
Rec'd by _____	_____
Rec'd on _____	_____

Student \_\_\_\_\_  
 (PLEASE PRINT) Last First Middle

Student I.D. No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Email. \_\_\_\_\_

Semester \_\_\_\_\_ Course Section No. \_\_\_\_\_ Course Name & No. \_\_\_\_\_

Course Section No. \_\_\_\_\_ Course Name & No. \_\_\_\_\_

**FOR CONFIRMATION BY ADMISSIONS OFFICE – DO NOT WRITE IN THIS SPACE**

Optional P/NP Units\* \_\_\_\_\_ Verified by: \_\_\_\_\_

\*Excludes mandatory P/NP units

**Please check your eligibility status.**

I. Status and Term:

- A. Completion of Bachelor's Degree. Name of Institution: \_\_\_\_\_ Year Granted \_\_\_\_\_  
 Students who have a BA or BS may exceed unit limitations. Verification of degree must be on file by deadline.
- B. **Full time SMC student (12 units or more)** limited to six units of **P/NP per semester.**
- C. **Part time SMC student (less than 12 units)** limited to five units of **P/NP per semester.**

**\*\*\*\* NO UNIT LIMIT ON PASS/NO PASS COURSES IN THE SUMMER OR WINTER SESSION. \*\*\*\***

**COLLEGE BOARD POLICY**

- If the student earns a letter grade of C or better, a grade of P (Pass) and the units completed will be entered on the student's permanent record. If the student earns a grade of D or F, a NP (No Pass) grade will be entered on the student's permanent record. No units attempted or grade points will be given, and grade point deficiencies or averages will remain unchanged. NP grades are counted as units enrolled for purposes of computing progress probation.
- Students will be allowed no more than 12 units of Pass/No Pass in courses they elect to take on a Pass/No Pass basis at SMC. Students who have a BA or BS may exceed the twelve-unit limit.
- Please note that the deadline to turn in the petition for Pass/No Pass varies depending on the length of the class. Visit the "Dates and Deadlines" links on the Admissions and Records page to get further details. NO EXCEPTIONS will be made. If the deadline falls on a weekend, the petition will be accepted the following business day.**

**I have read and understand the provisions of the College Board Policy above and the information on the reverse side of this petition:**

I hereby request P/NP for the course(s)

\_\_\_\_\_  
 Student's Signature

Date \_\_\_\_\_



I hereby withdraw my previous request for P/NP

\_\_\_\_\_  
 Student's Signature

Date \_\_\_\_\_

**Submission of a P/NP Petition does not constitute an approval. Return to pick up processed receipt.**

APPROVED

DENIED

\_\_\_\_\_  
 ADMISSIONS

**See Information on Reverse**

## PASS/NO PASS INFORMATION

In general, Pass/No Pass was established to allow students to take courses for informational, recreational and personal reasons without having them impact upon their official academic record. However, many students take courses for P/NP only to regret their decision later. The purpose of this waiver is to inform you of the Pass/No Pass process and to prevent you from taking classes P/NP for the "wrong reasons." Your P/NP decision has implications on your official academic record at SMC and at other colleges, universities and professional programs. (Fall of 2009 the term Credit/No Credit was changed to Pass/No Pass).

### TRANSFER SCHOOL IMPACT

1. Transfer institutions generally require letter grades (A, B, C, D, F) in **MAJOR** and **PREREQUISITE** courses.
2. Pass/No Pass grades may not be accepted for **GRADUATE PROFESSIONAL PROGRAMS**.
3. No grade is calculated into the GPA; however, a P may be calculated as a "C," and a "NP" may be interpreted as a "Fail" by some transfer or graduate institutions.
4. Many universities prefer that English composition and college level math requirements be taken on graded basis. Students are encouraged to check with their transfer institution.

### **IMPORTANT!!**

Each university/college has its own policy regarding courses taken PASS/NO PASS. Therefore, **each student is responsible for verifying the PASS/NO PASS policy of the transfer institutions.** Information can be obtained through each college's admissions office or catalog.

### SANTA MONICA COLLEGE IMPACT

The completion of a Santa Monica College course as a "pass" has these SMC impacts.

1. A SMC "P" grade does not change a student's SMC grade point average, but it does give SMC course credit in satisfaction of AA degree, occupational certificate and course prerequisite requirements.
2. A SMC "NP" grade will impact negatively when computing progress probation status.
3. A P/NP grade will not be rescinded.

***For questions regarding P/NP, please see an Academic Counselor***