

# Pass / No Pass Option Form

To use this form, you need to be currently enrolled in credit classes

(Please print clearly, using blue or black ink):

AHC Student ID Number	Student's Last Name	Student's First Name
H		

CRN (ie 12345)	Course Title & Name (ie DANC 120, Ballet)	Name of Instructor: (ie Smith)

Student's Complete Telephone Number: \_\_\_\_\_

Student's Complete Email Address: \_\_\_\_\_

Student's Signature (mandatory): \_\_\_\_\_ Date: \_\_\_\_\_

*My signature verifies that I have read the instructions and have adhered to the published deadlines to select this option. I agree to sign and return this form to the Admissions and Records office by the Pass/No Pass deadline (each course has a specific deadline – please verify the deadline via the class search function within the online credit schedule). If mailing the form, it must be received by the deadline.*

This box for Admissions & Records use only: Semester/Year: \_\_\_\_\_  
Received by: \_\_\_\_\_ Date received: \_\_\_\_\_ Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

## Instructions for selecting the Pass / No Pass Option:

### As the student it is your responsibility to:

1. Pick up the form from the Admissions & Records office, or download it from [www.hancockcollege.edu](http://www.hancockcollege.edu), complete, and sign it;
2. List the correct CRN, course name and number (ie – 12345 DANC 120, Ballet);
3. Return the completed form by the deadline posted within the online credit schedule of classes.

By submitting this form, I understand the Pass / No Pass option policy and I elect to receive a P or NP grade in the course that I have identified on this form. I understand that it is my responsibility to verify whether or not the course is offered with the Pass / No Pass by checking the current college catalog or conferring with an AHC counselor. I also 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.

I also 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.

If you are unable to submit this form in person, you may mail it to:

Allan Hancock College  
Admissions and Records Office / Request for P/NP Option  
800 South College Drive  
Santa Maria CA 93454-6399

[admissions\\_help@hancockcollege.edu](mailto:admissions_help@hancockcollege.edu)

