



# 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):

Date: \_\_\_\_\_

9-DIGIT SOCIAL SECURITY NUMBER	STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MI

TICKET NO.: (e.g., 1234)	COURSE TITLE & NAME: (e.g. H ED 100, Health & Wellness)	NAME OF INSTRUCTOR: (e.g. Smith)

Student's Telephone Number: \_\_\_\_\_ Student's E-mail: \_\_\_\_\_

Student's Signature (Mandatory): \_\_\_\_\_

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 & Records office by the Pass/No Pass deadline printed in the current credit schedule of classes. (If mailing the form, it must be **received** by the deadline.)

<b>This box for Admissions &amp; Records use only:</b>	Semester/Year: _____
Received by: _____ Date received: _____ Date entered: _____ Entered by: _____	

## Instructions for selecting the Pass/No Pass Credit 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 ticket numbers, course name and number (e.g. – 1465 English 101);
3. Return the completed form by the deadline printed in the current credit schedule of classes.

- 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 option by checking the current college catalog or conferring with an Allan Hancock College 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 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 or **fax** it to:

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

Fax: 805-922-3477