PASADENA COMMUNITY COLLEGE DISTRICT
ADMISSIONS & RECORDS OFFICE

SUBMIT FORM

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ALTERNATIVE GRADING REQUEST COVID 2020-2022

Name:_____ **ID Number:** _____

Email:_____ **Phone Number:** _____

During this time of uncertainty, the California Community College Chancellor's Office has allowed community colleges to extend options for grading from Spring 2020 through the end of Fall 2022. PCC is supporting students through this difficult time by providing 2 options for alternative grading;

1. Pass/No Pass

2. Excused Withdrawal

Whenever possible, we encourage our students to end their courses with traditional grading. If this is not possible, students should make informed decisions about selecting either of the alternative grading options. Future transfer plans and Financial Aid can be affected by your decision to change grade options and the timing of the decision. Carefully consider the implications of your options before submitting this form as the decision cannot be reversed.

PASS / NO PASS GRADING POLICY AND AGREEMENT 2020-2022

The **P** grading symbol, indicates a student has earned credit for the course. This is the equivalent of a grade of C or better, but the units earned are not counted in the student's GPA. **NP** indicates no credit has been earned. This is the equivalent of a grade of D or F. This is a less than satisfactory or failing grade but does not count against a student's GPA.

- I understand I am requesting grading for courses as Pass/No Pass (P/NP) instead of a letter grade.
- I understand my decision cannot be changed after the P/NP option has been selected.
- I understand a course I have earned a Pass in cannot be repeated for credit at PCC.
- I understand other colleges and universities may restrict acceptance of courses taken on a Pass/No Pass basis, especially to satisfy a major requirements and for admission to programs with "impacted" status.
- I understand the usual rules of the Pass/No Pass policy have been suspended for Spring 2020 through Fall 2022. (ex: last day to request P/NP has been extended; one course per term limit has been waived; limit of 12 total units of P/NP at PCC has been waived).
- I understand discussing this with a counselor is a good way to determine the best grade option for me and I can access a Counselor through the Virtual Support Center located on the PCC Homepage.

Student Initial: _____ Date_____

EXCUSED WITHDRAWAL 2020-2022

An Excused Withdrawal (EW) allows students who had extenuating circumstances* to have D, F (substandard grades), or W removed from counting against them as an attempt for a course enrollment. The EW replaces the D, F, or W grade on the student record at the end of the semester. The grade requires the student to provide verifiable documentation regarding the circumstance.

*Acceptable extenuating circumstances during 2020-2022 include: check applicable reason(s)

	Health related issues		Issues related to accessing internet or course materials
	Financial/Job loss/Started new job		Difficulty adapting to online course offerings
	Family obligations		Other:

Student Statement: Briefly explain the extenuating circumstance(s) identified above.

Also: if you have documentation from a health care provider, social services, employment agency, etc. please submit to :
hhttps://pasadena.sharefile.com/share/upload/r5b5b997f73a3487

COURSES FOR ALTERNATIVE GRADING OPTION

Semester/Term	Course Name & Title	CRN	Option

ACKNOWLEDGING IMPACTS

Students Seeking Transfer: I have reviewed the FAQs on the Transfer Center website. I am aware the course(s) for which I am requesting a P/NP option may impact my ability to transfer and/or gain admission to a particular program now or at any time in the future.

Student Initial: _____ Date: _____

Financial Aid: Students who are receiving Financial Aid and are seeking an EW must include verifiable documentation to show the circumstances surrounding the request is related to the current public health concerns.

I am aware if I am receiving financial aid and am unable to provide documentation to confirm the withdrawal was COVID related, I may be required to pay back funds.

Student Initial:_____ Date:_____

Student Signature:_____**Today's Date:** _____

Office Use Only: Initial:_____ Date: _____

A&R 1/26/2022