RETROACTIVE GRADE OPTION REQUEST: Pass to C / No Pass to F

For classes taken Pass/No Pass, a letter grade of C or F can be assigned retroactively if the P/NP grading option makes the student ineligible for major qualification, major grading requirements, or graduation requirements (major or university requirements). To meet the 75% graded requirement, the Office of the Registrar converts P grades to C's and all NP grades to F's, starting with the most recent term and working backwards, until the 75% threshold is reached. The CEP Policy may be found here.

By submitting this form, you acknowledge that a P grade will be replaced with a C, and an NP grade will be replaced with an F.

STUDENT NAME: _____   _____

        Last,   First,   Middle   Student ID Number

Email_____   Phone number (_____)_____

_____   _____   _____

5-Digit Class Number   Subject/Catalog Number   Course Title

Term class was taken: ☐ Fall   ☐ Winter   ☐ Spring   ☐ Summer   Year:_____

Reason for request:

        To meet <25% PNP graduation requirement   To meet major qualification requirement.

        To meet major letter grade requirement   Other:_____

Student Signature _____

OFFICE USE ONLY

Processed by: Initials_____   Date_____

Return this form to the Office of the Registrar, or registrar@ucsc.edu