



# REQUEST FOR PASS/UNSATISFACTORY GRADE OPTION

(Student, please complete, obtain approval signature, sign and return form to Welcome Center prior to the withdrawal deadline.)

**Please read the following before completing this form:**

Students registering for the Pass/Unsatisfactory Grade Option must perform at a minimum level of “D” or higher in order to earn a grade of “P”.

Students are responsible for the number of credit hours they take for P/U:

- A. Only 7 P/U credit hours may be applied toward graduation for an associate degree.
- B. Only 4 P/U credit hours may be applied toward graduation for a certificate.
- C. No P/U credit hours may be applied toward graduation for a career studies certificate.

Students must file this form with the Welcome Center by the official last day for students to withdraw from a course without penalty. Once the student files the P/U form, the decision is irrevocable.

PVCC does not guarantee that a course taken from the P/U Grade Option will transfer. It is likely that a course taken for the P/U Grade Option will not transfer to any college or university. The student is responsible for determining the transferability of any course or grade.

Electing this grade is irrevocable. If a student exercises the option to take a course for a P/U grade, the student will have to repeat the course if he/she wants a letter grade (A,B,C, or D) for the course at a later date.

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I have read and understand the above information on this form, and elect to use the P/U Grade Option.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Current Curriculum: \_\_\_\_\_

Course Title: \_\_\_\_\_ Catalog Number: \_\_\_\_\_ Course Number: \_\_\_\_\_  
(example: ENG) (example: 242) (example: 51425)

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:**

<p><u>Welcome Center Use Only</u></p> <p>Processed By: _____</p> <p>Date: _____</p>
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