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