



# Grade Mode Form

CGCC Student ID # \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ Term/Year \_\_\_\_\_

Student Name \_\_\_\_\_

**STUDENT SIGNATURE REQUIRED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### AUDIT

With instructor approval, a student can choose to AUDIT a course if it is an approved grading mode for the course. Students must make this selection **by noon on Friday of the first week of the term**. After the first week of the term, students will no longer be able to change their grading option to/from an AUDIT.

### PASS/NO PASS

With instructor approval, a student can change their grading option to PASS/NO PASS if it is an approved grading mode for the course. **A "P" grade will be awarded for a letter grade of "A," "B," or "C," and an "NP" will be awarded for a letter grade of "D," or "F."** Students must make this selection by the following deadline:

- **11 – 12 week classes: Noon on Friday of the eighth week of the term**
- **8 week classes: Noon on Friday of the sixth week of the term**
- **1 – 7 week classes: Prior to the second class meeting**

After the deadline has passed, students will no longer be able to change their grading option between letter grade (A-F) and pass/no pass (P/NP).

### IMPORTANT NOTES

- **Once the grade request has been submitted by the student, the grade option cannot be changed.**
- Students who do not select a grade option will automatically have the default grading option for that course which is generally a letter grade (A-F).
- Financial aid will not cover an AUDIT. Also, there is a limit to the number of Pass (P) credits that can apply towards a degree or certificate. Check the catalog or with an advisor regarding the limit set for your degree or certificate.

AUDIT PERMISSION – DEADLINE: NOON ON FRIDAY OF THE FIRST WEEK OF THE TERM				
CRN	Course No.	Course Title	Instructor Signature Required for Permission to Audit	Date

PASS/NO PASS PERMISSION – DEADLINE: SEE ABOVE				
CRN	Course No.	Course Title	Instructor Signature Required for P/NP Grade Request	Date

This form must be returned to Student Services at either The Dalles or Hood River Campus. Forms received after the deadline will not be processed.