

PETITION FOR GRADE OPTION CHANGE

UC Berkeley Extension assumes that when you enroll in a credit course, you want to receive a letter grade. In some courses, however, you may opt to take the course for a passed/not passed grade (P/NP) or to take the course on a noncredit basis (NC) by submitting this Petition for Grade Option Change form to your instructor by the deadline below. If you plan to apply the course toward a degree or professional certificate, you should first make sure that a P/NP grade is accepted. Please note that most institutions do not accept noncredit courses and noncredit grade options for transfer credit. UC Berkeley Extension cannot change a P/NP grade or NC grade option to a letter grade after recording it. Please address any questions to extension-records@berkeley.edu or call (510) 642-4111, Monday–Friday, 9 am–4 pm.

Deadlines for Requesting a Grade Change

For credit courses numbered X1–299, XB1–299, XBW1–299, X300–399, X400–499 and graded noncredit 800-level courses, the deadline to request a grading option change from your instructor is prior to your course end date and final exam or project due date, or by the deadlines established for concurrent enrollment courses.

To be completed by student (please print):

Name: _____
LAST FIRST MIDDLE

Student Number (ex.: X000000): X _____ Beginning Date of Course: _____
MM/DD/YY

Course/Section Number: _____ Course Title: _____

Instructor's name: _____

I request to change my grade option to: Pass/Not Pass (P/NP) Noncredit (NC)

I understand that a P/NP or NC grade cannot be changed after being recorded. I understand that a grade of P/NP or NC will appear on my UC Berkeley Extension transcript.

Signed: _____ Date: _____
STUDENTS'S SIGNATURE

To be completed by instructor:

By signing below, you attest that you received this petition according to the deadlines above.

Approved by: _____ Date: _____
INSTRUCTOR'S SIGNATURE MM/DD/YY

- Log in to your instructor account; navigate to the grading sheet for this course; and assign the student a P, NP or NC grade as applicable.
- Indicate in the student notes field on the grading sheet that you received the student's petition and the date it was submitted. For example: "Grade option petition for P/NP received from student on 10/25/13."
- Retain this form in your student files for 13 months and then destroy it.