

Change Grading Option: Pass / No Pass

DIRECTIONS: Use this form to request an "OPT" course to be graded as Pass/No Pass. Before submitting this form, it is **recommended to connect with a counselor**. Counselor consultation is to confirm that changing your course to Pass/No Pass does not negatively impact your academic goals and to ensure that changing your course to Pass/No Pass is the right selection for you. This form is to be used for courses in the 2023-2024 academic year, Fall 2024 and may be accepted until the last day of instruction. Review all your information to make sure that it is correct. Completed forms are submitted to the Admissions and Records Office: admissions@lbcc.edu

Note: After the official grade has been recorded on transcript, student cannot convert the Pass/No Pass to a letter grade.

LAST NAME: _____ FIRST NAME: _____ MI: _____ STUDENT ID#: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____

Please list below the class(es) you would like to have graded as Pass/No Pass

EX: TERM: SUMMER/FALL 2024 5 DIGIT CLASS NUMBER: 30310 COURSE TITLE: COMM 10

TERM: SU/FA 2024 5 DIGIT CLASS NUMBER: _____ COURSE TITLE: _____

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TERM: SU/FA 2024 5 DIGIT CLASS NUMBER: _____ COURSE TITLE: _____

Student's Signature: _____

ADMISSIONS AND RECORDS OFFICE USE ONLY

DATE: _____ STAFF INITIALS: _____