# PASS/FAIL GRADING
## NPS REGISTRAR'S OFFICE

**Ref: Academic Council Policy Manual, Section 6.1.1 – Grading Procedures**

A student in a degree program who wishes to take courses not in his or her normal program may also elect to take them in the Pass/Fail mode. Approval must be granted by the student's cognizant Program Officer and academic unit Chair. It is the responsibility of the student to exercise the P/F option by informing the instructor in writing at the time of enrollment that a P/F grade is desired. A copy of the approval request shall be forwarded to the Registrar. Students electing to receive the P/F grade in letter graded courses may not apply the hours toward the degree and curriculum requirements of any program.

**General & Routing Information (To be completed by student and department.)**

| | | | | |
|---|---|---|---|---|
| From: | _____ <br> (Student) Print Last Name, First Name    Rank/Grade    Service/Agency | | | |
| Curriculum # | | Today's Date | | |
| Course Number | | Year/Quarter | | |
| Via: | Instructor <br> _____ | Approve ☐ <br><br> Disapprove ☐ | | Signature |
| Via: | Academic Associate and/or Dept. Chair <br> _____ | Approve ☐ <br><br> Disapprove ☐ | | Signature |
| Via: | Program Officer <br> _____ | Approve ☐ <br><br> Disapprove ☐ | | Signature |
| To: | **NPS Registrar's Office <br> (He-022 or email registrar@nps.edu)** | **DEADLINE:** | **Form must be submitted by the Add/Drop Deadline** | |
| Registrar Approval (if form received after deadline) | | Approve ☐ <br> Disapprove ☐ | | |