

**ADMISSIONS & RECORDS**  
**Change of Grading Option Request**

PLEASE PRINT IN INK ONLY

This form must be submitted to the Offices of Admissions and Records at the Kentfield or Indian Valley Campus upon registration, or no later than 30% of the length of the course for the school term and/or short term course. Please see the Important Dates calendar in the schedule of classes. *This form is to be used only for those courses listed in the current catalog with the grading option of pass/no pass or letter grade.*

SEMESTER

FALL 20 \_\_\_\_  SPRING 20 \_\_\_\_  SUMMER 20 \_\_\_\_

MARIN ID # M \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

MAILING ADDRESS \_\_\_\_\_  
NUMBER & STREET

CITY STATE ZIP

DAY PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

I am requesting that my grading option be changed to (please mark an "X" under your grading option):

CRN	Subject	Course	Pass/No Pass	Letter Grade

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ PROCESSED BY \_\_\_\_\_ DATE \_\_\_\_\_