



**Undergraduate Students:** Undergraduate students in good standing who are enrolled in at least 12 units may take certain courses on a passed/not passed (P/NP) basis. Students may enroll in one course each term on a P/NP basis (two courses if they have not elected the P/NP in the preceding term), not including courses which are only P/NP courses. A student may not repeat on a P/NP basis a course that was previously taken on a letter-graded basis. Credit for courses taken on a P/NP basis is limited to one-third of the total units taken and passed on the UC Merced campus at the time the degree is awarded. A course that is required for a student's major, concentration, or minor or is a prerequisite for a student's major, concentration, or minor may not be taken on a P/NP basis.

**Deadline for Undergraduate Students:** First year, non-transfer students can submit changes to P/NP through the End of Instruction for the semester. All other undergraduate students can submit changes through the Add/Drop deadline. Use this form to obtain permission from your academic advisor and return the completed form to the Students First Center during normal business hours by deadline listed.

**Graduate Students:** Graduate students may request to take no more than one course per term on an S/U grading basis. In specific approved courses, instructors will assign only Satisfactory or Unsatisfactory grades. Such courses count toward the maximum number of units graded S allowable toward the degree, as specified by each degree program.

**Deadline for Graduate Students:** Changes to S/U option can be made through the Add/Drop deadline. Use this form to obtain permission from your Advisor and/or Graduate Group Chair and return the completed form to the Students First Center during normal business hours.

**Student Athletes:** Contact Athletics Department to determine if this request will impact your athletic eligibility.

**Personal Information**

Undergraduate

Graduate

UCM ID Number

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Email Address \_\_\_\_\_ Major \_\_\_\_\_

**Course Information**

Fall (year): \_\_\_\_\_

Spring (year): \_\_\_\_\_

Summer (year): \_\_\_\_\_

CRN	Subject	Course	Sec	Units	Course Title	Grade Mode	Required for Program?	
							Yes	No
							Yes	No

Reason for grade mode change:

*I certify that I am the above named person, the information I have provided is accurate, and I have read, understand, and accept the instructions and policies regarding taking courses on a pass/no pass or satisfactory/unsatisfactory basis.*

Student \_\_\_\_\_ Date \_\_\_\_\_

**Signatures**

Advisor/Group Chair: \_\_\_\_\_ Date \_\_\_\_\_

Advisor/Group Chair: \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Updated - June 2024

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_