

DEPARTMENT OF THE NAVY  
NAVAL POSTGRADUATE SCHOOL  
MONTEREY, CA

PASS/FAIL GRADING

**Ref: Academic Policy Manual, Section 6.1**

**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 P/F GRADE IS DESIRED. \* A COPY OF THE APPROVED REQUEST SHALL BE FORWARDED TO THE REGISTRAR. EXCEPT AS PROVIDED ELSEWHERE FOR CREDIT BY EXAMINATION, 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.**

**FROM:** \_\_\_\_\_

**TO:** Registrar

**SUBJ:** P/F Grading for Course(s) \_\_\_\_\_

**YEAR/QUARTER TAKEN** \_\_\_\_\_

**RECOMMENDED APPROVAL:** Academic Associate and, or, Dept Chairman \_\_\_\_\_

**RECOMMENDED APPROVAL:** Program Officer of Code \_\_\_\_\_

**P.O.C. FOR QUESTIONS:** Print Name \_\_\_\_\_ Extension \_\_\_\_\_

**REGISTRAR APPROVAL:** (if after deadline) \_\_\_\_\_

**Copy:** Program Officer  
Professor

---

Instructions: This letter is from the student to the Registrar. It must be signed by the student's Academic Associate and/or Department Chairman and Curricular Officer

---

\* No later than the second Friday of the quarter for course adds.