Pass/No Pass Grade Options for Students in Grades 9-12

August 3, 2021

Dear Students, Parents, and Guardians:

This notice is to inform you of your right to request a change to a Pass or No Pass grade for 2020-2021 school year courses. Adult students and parents/guardians of students under 18 may ask to change a letter grade to a grade of Pass or No Pass for courses taken by a student enrolled in grades 9-12 during the 2020-2021 school year. **You must submit the grade change request by August 18, 2021.** We cannot accept grade change requests submitted after this date.

Summary of Updated Grade Change Options

1. Parents/guardians of students under 18 years old, and 18-year-old or older students enrolled in grades 9-12 during the 2020-2021 school year, may request to have a letter grade on the student's transcript changed to a Pass or No Pass for courses taken during the 2020-2021 school year.

2. All timely requests to change letter grades to a Pass or No Pass will be accepted.

3. There is no limit on the number or type of courses that are eligible for a change from a letter grade to a grade of Pass or No Pass.

4. Grades of Pass or No Pass will not negatively impact a student's GPA.

Grade Change Application

Requests to change grades must be submitted using the following application:
https://www.cde.ca.gov/ci/gs/ps/documents/gradechange20form.pdf

Applications may be submitted by email slakin@ocde.us in person 1669 E. Wilshire Ave. Suite 601, Santa Ana, CA 92705 or by U.S. mail. Applications sent by mail must be postmarked by the due date.

You will be notified that the requested grade change has been made within 15 calendar days of receipt of a grade-change request.

Effects of Grade Changes on Postsecondary Education

For admissions purposes, the California State University cannot penalize students with transcripts that have grades of Pass or No Pass.

AB 104 Resources provided by Santa Clara County Office of Education

[Other postsecondary educational institutions have agreed to accept transcripts with a Pass or No Pass grade for admissions purposes](#):
California State University, Bakersfield
California State University Channel Islands
California State University, Chico
California State University, Dominguez Hills
California State University, East Bay
California State University, Fresno
California State University, Fullerton
Humboldt State University
California State University, Long Beach
California State University, Los Angeles
California State University Maritime Academy
California State University, Monterey Bay
California State University, Northridge
California State Polytechnic University, Pomona
California State University, Sacramento
California State University, San Bernardino
San Diego State University
San Francisco State University
San José State University
California Polytechnic State University, San Luis Obispo
California State University San Marcos
Sonoma State University
California State University, Stanislaus
Saint Mary's College of California
Holy Names University
Pitzer College
University of La Verne
Westmont College
Santa Clara University
University of Saint Katherine
University of Southern California
ArtCenter College of Design
California Baptist University
University of San Francisco
La Sierra University
University of California
Mount Saint Mary's University

Some colleges and universities, including those in other states, may refuse to accept a Pass or No Pass grade for admissions purposes. Please check with any postsecondary educational institution that you or your child is interested in applying to about the impact of a Pass or No Pass grade before requesting a grade change.

Questions?

If you have any questions about this notice, please contact Sharon Lakin at (714) 547-8763 or slakin@ocde.us between the hours of 8:00 a.m. to 4:00 p.m. from Monday through Friday.