



Soka University of America
Office of the Registrar

CHANGE OF GRADING BASIS FORM

Student Name _____

ID# _____

Fall 20__ Spring 20__

Policy on Changing a Grading Basis for a class:

1. Students can change a class from Letter Grade to P/NP or from P/NP to Letter Grade during the ADD/DROP period only.
2. Students may not take more than 4 courses P/NP.
3. Work consistent with that of C- or better will result in a grade of P. Work that is less than C- will result in a grade of NP. The P grade will not calculate in your GPA. The NP grade is punitive and will calculate in your GPA equivalent to a grade of F.

Complete the information below for the class you wish to change and check the appropriate box to choose the grading basis:

EXAMPLE

Class #				Subject	Cat#	Sect	LETTER GRADE	P/NP
1	0	1	4	MUSIC	100	01		X

Class #				Subject	Cat #	Sect	LETTER GRADE	P/NP

Student Signature _____

DATE _____

REQUIRED SIGNATURES

Instructor Signature _____

Date _____

Advisor Signature _____

Date _____

Registrar's Office:

Processed by: _____