

OZARKS TECHNICAL COMMUNITY COLLEGE

Grade Change to P/NP

SPRING 2020 COVID-19 PANDEMIC

Grade Change to P/NP Form

Student ID

Student Name

OTC Email Address

Phone Number



Provide the full name and final grade you received for the sections you are requesting a grade scheme change to Pass/No-Pass (e.g. "MTH-130-101" for the 101 section of MTH 130). If you are repeating the course, check the **Repeat** box for that course. **Only courses taught in the spring of 2020 are eligible.**

Course	Final grade	Repeat	Course	Final grade	Repeat
_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>

Disclaimers *(Read and check each box.)*

- I am aware that I should check with the college or university I plan to transfer to in order to determine if they will accept P/NP grades prior to selecting this option.
- I have discussed this change with my Instructor and/or OTC Academic Advisor.
- I understand that once I select the P/NP option I cannot request a change back to a regular letter grade.

How to submit this form

- Email completed forms to ombud@otc.edu. You can take a picture of the completed form with your phone, then email that image as an attachment to the email address.
- Print and complete this form, then mail it to:

Academic Ombudsman
Ozarks Technical Community College
1001 E. Chestnut Expressway
Springfield, MO 65802

Student Signature

(Write or type out your full name)

Date