

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4232

Pass/No Pass

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| Date Adopted: | 7/9/1985 |
| Date Revised: | 5/13/2016 |
| Date Reviewed: | 5/13/2016 |
| References: | Title 5, Section 55022 |

Courses in the college catalog shall fall into three categories:

- Those courses in which all students are evaluated on a pass/no pass basis. Such courses shall be so designated.
- Those courses in which all students are evaluated on the basis of a letter grade on a grading scale. Such courses shall be so designated.
- All other courses shall be those in which each student may elect, no later than the end of the first 30 percent of the classterm, to be evaluated on the basis of pass/no pass.

When a student elects a class on a pass/no pass basis, the instructor will report a regular letter grade which will be converted as follows:

- A grade of “A,” “B,” or “C” will become a “P” (pass) grade.
- A grade of “D,” or “F” will become a “NP” (no pass) grade.

Units earned on a “pass/no pass” basis shall not be used to calculate grade point averages. Units attempted for which the symbol “NP” is recorded are used in determining probation and dismissal. A student electing to be evaluated on the pass/no pass basis will receive both course credit and unit credit upon satisfactory completion of the course.

A student may elect no more than one class on a pass/no pass basis each term, except that no such credit may be given for a class within his/her major field. The election by the student of such a class on a pass/no pass basis does not preclude receiving other pass/no pass grades in classes for which such grading is established by the instructor pursuant to his/her grading policy for that class, as indicated in the college catalog.

The college shall accept all units earned on a pass/no pass basis from other regionally-accredited institutions of higher education.

A student who has received credit for a course taken on a pass/no pass basis may have the reported letter grade verified by the Admissions and Records Office when necessary.

Once the class has begun, the filed petition for pass/no pass cannot be withdrawn, nor the decision be reversed; however, changes in one's major may result in pass/no pass grades being changed to letter grades.

A non-repeatable class in which a pass grade was received may not be repeated. However, a no pass grade may be repeated for pass/no pass only.

See Board Policy 4230.