

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 4232

### Pass/No Pass

Date Adopted:	7/9/1985
Date Revised:	4/7/2020
Date Reviewed:	4/7/2020
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Once the class has begun, the filed petition for pass/no pass cannot be withdrawn, nor the decision be reversed; however, changes in one's major may result in pass/no pass grades being changed to letter grades.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.

## *Addendum to AP 4232 for Spring 2020*

### **Effective: Spring 2020 Term**

The COVID-19 pandemic has severely impacted teaching, learning, and student outcomes. To provide students with additional options to support completion, Sierra College has provided the following exemptions to AP 4232 for the Spring 2020 term effective immediately:

- Students are allowed to request Pass/No Pass in courses not previously designated as Pass/No Pass.
  - Courses previously designated as Pass/No Pass only will remain Pass/No Pass.
- Students may request Pass/No Pass option beyond the 30% of the term.
- Students may request all or some of spring 2020 courses be graded Pass/No Pass.
- Students may change their grade basis (i.e., Graded to Pass/No Pass) until the end of the Spring 2020 grading period.

These exemptions are afforded to any student who is/was enrolled in Spring 2020, regardless of when they graduate.

Additionally:

- Spring 2020 Pass/No Pass courses will not count towards the maximum number of Pass/No Pass limits that apply to the degree, including major courses, as may be defined by the college.
- Courses taken Pass/No Pass for which the student earns a Pass will be permitted for the purposes of earning a Sierra College degree or certificate.
- Units attempted on a Pass/No Pass basis and for which the symbol of “NP” is recorded will not be considered in probation and dismissal.
- A course taken during Spring 2020 as a replacement/repeat of a previously-graded course may be taken Pass/No Pass. (Note that a grade of “Pass” will replace a previous grade, while a grade of “No Pass” will not replace a previous grade.) The previous grade GPA will not be counted towards the student’s cumulative GPA if replaced with the Pass grade.
- Students who elect to receive a Pass/No Pass must file a Grade Change petition to request a change from a Pass/No Pass to a letter grade for the purposes of transfer or application to a restricted program.
- Students will submit a petition for a Pass/No Pass for the Spring 2020 semester to Admissions and Records prior to end of the Spring 2020 grading period to exercise their Pass/No Pass option.
- All previously established grading procedures per AP 4232 will be followed, including the assigning of a letter grade by the faculty, which is then converted into a Pass/No Pass.

It must be noted that while the CSUs and UCs have made exceptions for students taking courses Pass/No Pass during the Spring 2020 semester, students are strongly encouraged to speak with a Counselor to discuss the impact of taking a course Pass/No Pass may have towards their academic standing, admissions and financial aid, among other areas.