



AP 4232 Pass/No Pass

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a Pass/No Pass basis.
- Courses in which students may elect to receive either a letter grade or a Pass/No Pass option.

All sections of a given course must be offered with the same grading options. Courses offered on a Pass/No Pass only basis and courses where Pass/No Pass grading is an option are clearly identified in the college catalog and schedule of classes.

In courses with a letter grade or Pass/No Pass option, it is the student's responsibility to request the Pass/No Pass option through the application process.

- Students who elect to be graded on a Pass/No Pass basis in any course with a letter grade option must pick up the appropriate forms from Admissions and Records.
- Completed forms must be returned to Admissions and Records by the deadline to add classes.
- 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 reverse his/her enrollment from Pass/No Pass status to receive an evaluative grade provided the reversal is completed prior to the deadline to add classes for the section number in question. Short term classes' deadlines vary and the deadline for these classes will be subject to the deadlines published in the schedule of classes for that semester.
- Once a Pass/No Pass option has been selected for a course, and the last day to add a class has passed, a letter grade cannot be issued.
- The student is held responsible for all assignments and examinations required in the course, and will be evaluated by standards identical for all students in the course.

Students may enroll in a maximum of eight optional Pass/No Pass units per semester; however, courses offered only on a Pass/No Pass basis are exempt from the eight unit maximum. A maximum of 16 units of credit for optional Pass/No Pass courses may apply toward graduation requirements; this does not apply to courses offered only on a Pass/No Pass basis.

Units earned on a Pass/No Pass basis shall not be used in computing a student's grade point average. A "Pass" grade is granted for performance that is equivalent to a letter



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grade of "C" or better. All units earned on a Pass basis shall be counted in satisfaction of Chaffey College requirements. A student who fails to perform satisfactorily will be assigned a "No Pass" grade. Units attempted for which "No Pass" is recorded shall be considered in probation and dismissal procedures.

Transfer institutions may consider "No Pass" grades to be equivalent to "F" grades. Additionally, they may not accept course work for which a "Pass" grade has been issued. Students planning to transfer to a four-year institution should review the Pass/No Pass acceptance policy of the transfer institution.

Reference: Title 5 Section 55022

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(Replaces former Administrative Procedure 4.6.14)

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