PASS/NO PASS GRADING
(Two Options)

Option A: Courses Offered on a Pass/No Pass Only Basis
There are several courses that are offered on a Pass/No Pass Only basis. These courses are clearly identified in the College Catalog and the Schedule of Classes. Evaluative Grades are NOT an option for these courses.

Option B: Pass/No Pass Grading Option
At the present time, there are a limited number of courses that can be selected for Pass/No Pass grading (see College Catalog). If the student selects the Pass/No Pass grading option for any of the identified courses, it is his/her responsibility to request this option through an application process.

Note: Instructors should advise students to review the Pass/No Pass policy in the catalog and to meet with a counselor to see how this option may affect their educational goals.

Process for Option B:
• Student must pick up the Pass/No Pass request form in the Admissions and Records Office in Rancho, Chino, or Fontana, prior to the Last Day to Add for the course in question.
• If the Pass/No Pass option is elected, a letter grade cannot be issued after the Last Day to Add.
• Instructor must sign the Pass/No Pass request form.
• After the form is completed and signed by both the student and the instructor, the student must return to the Admissions and Records Office to register and pay for the course. The form must be submitted to the Admissions and Records Office prior to the Last Day to Add for the semester.