PROCEDURE NAME: 4.6.14 Pass/No Pass

Reference: Title 5, Section 55022

Note: This procedure is optional but is legally advised if the District offers courses for pass/no pass basis. It addresses the Chaffey Policy: Chapter 4.6, Academic Affairs

Purpose: To inform students and staff about the process for taking a course for pass or no pass.

1. Courses may be offered in either or both of the following categories:
   1.1 Courses in which all students are evaluated on a pass/no pass basis.
   1.2 Courses in which students may elect to receive either a letter grade or a pass/no pass option.

2. 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.

3. Completed forms must be returned to Admissions and Records by the deadline to add classes.

4. Once a pass/no pass option has been selected for a course, a letter grade cannot be issued.

5. All sections of a given course must be offered with the same grading options.

6. 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.

7. All units earned on a pass basis shall be counted in satisfaction of Chaffey College requirements.

8. 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.

9. A maximum of 16 units of credit for optional pass/no pass courses may apply toward graduation requirements. Courses offered only on a pass/no pass basis are exempt from the 16 unit maximum.
10. Units earned on a pass/no pass basis shall not be used in computing a student’s grade point average. However, units attempted for which no pass is recorded shall be considered in probation and dismissal procedures.

11. A pass grade is granted for performance that is equivalent to a letter grade of “C” or better.

12. A no pass grade is equivalent to a letter grade of “D+.”

13. Transfer institutions may consider no pass grades to be equivalent to “F” grades. Conversely, 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.