



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Pass/No Pass
Code	AP 4232
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Legal	Title 5 Section 55022
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Origin	Vice President, Academic Affairs
Office	Instruction

Some classes are offered entirely on a Pass/No Pass basis. In addition, a student may elect to take one regularly graded course, not in the student's major, each term on a Pass/No Pass basis.

This option may be exercised at the time of registration or no later than the end of the first 30 percent of the class. The student obtains the Pass/No Pass form either online or through Admissions and Records. The form must be recorded through Admissions and Records.

The Pass/No Pass grading option may not be changed after the petition is submitted to Admissions and Records. 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. The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. In computing a student's grade-point average, grades of Pass/No Pass are omitted.

Students will be notified of the following prior to petitioning for Pass/No Pass:

- Pass/No Pass courses cannot be in major field.
- Some transfer colleges and universities may not allow Pass/No Pass courses in degree majors, minors or general education.
- Pass/No Pass courses are not calculated in COS grade point average.
- Pass units earned are not counted toward unit load for President's List, Dean's List or for Phi Theta Kappa membership.
- Students may elect to take one regularly graded course on a Pass/No Pass basis each semester.
- The instructor will give the student a letter course grade. Admissions and Records then will convert the letter grade to a pass/no pass grade. A Pass is awarded when a grade of A, B or C is earned. A No Pass is awarded when a grade of D or F is earned.
- The Pass/No Pass grading option may not be changed once this form is submitted to Admissions and Records. Petition must be submitted by end of the 6th week for full semester classes, and no later than 30% of the way through the class for short-term or irregularly scheduled classes. (Check with Admissions and Records for exact dates.

