

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO. 4232**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Pass/No Pass

**Revision Date:** 12/08, 3/2/10; November 19, 2013

**Responsible Office:** Vice President, Student Learning Office

**Policy References:** Title 5 Section 55022

Some classes are offered entirely on a Pass/No Pass basis. In addition, a student may elect to take a 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 the Enrollment Services Office. The form must be recorded through Enrollment Services.

The Pass/No Pass grading option may not be changed after the petition is submitted to Enrollment Services. 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.

A Pass grade is granted for a letter grade of C or better. A No Pass grade is given for a grade D, F or FW. Students will be notified of the following prior to petitioning for Pass/No Pass:

- P/NP courses cannot be in major field.
- Some transfer colleges and universities may not allow P/NP courses in degree minors or general education.
- P/NP 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 P/NP basis each semester.
- 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 P/NP grading option may not be changed once this form is submitted to Enrollment Services. Petition must be submitted by end of the 6<sup>th</sup> 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 Enrollment Services for exact dates.)