



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4232 PASS/NO PASS
Number	AP 4232
Status	Active
Legal	Title 5, Section 55022
Adopted	June 23, 2009
Last Reviewed	October 11, 2011

VCCCD Colleges may offer courses in two Pass/No Pass (P/NP) options:

- Pass/No Pass Only: Courses in which all students are evaluated on a "~~P~~Pass/~~-N~~No ~~P~~Pass" basis.
- Pass/No Pass Option: Courses in which each student may elect on registration, or no later than the end of the first thirty percent (30%) of the term or length of the class, to take the course on a "~~P~~Pass/~~-N~~No ~~P~~Pass" basis.

Pass/No Pass Only: includes those courses in which all students in the course are evaluated on a Pass/No Pass (P/NP) basis as noted in the college catalog. This P/NP grading is used to the exclusion of all other grades in courses for which there is a single satisfactory standard of performance and for which unit credit is assigned. "Pass" shall be assigned for meeting that standard, and "No Pass" for failure to do so.

Pass/No Pass Option: is comprised of courses designated by the college wherein each student may elect, no later than the end of the first thirty percent (30%) of the term or length of the class, whether the basis of evaluation is to be Pass/No Pass or a letter grade.

Once the thirty percent (30%) deadline has passed, the request cannot be withdrawn and the student becomes ineligible to petition to change a grade. It is the student's responsibility to notify the instructor of his/her intent to be graded on a Pass/No Pass basis and to file the appropriate form; otherwise a letter grade will be assigned.

Petition Process and Limitations:

- Student must complete the "Request for Pass/No Pass."
- All units earned on a Pass/No Pass ~~Credit/No Credit~~ basis from accredited California institutions of higher education or equivalent out-of-state institutions shall be counted toward satisfactory completion of community college curriculum requirements.
- A student may apply a maximum of 20 units of credit earned under the Pass/No Pass option to an Associate Degree or Certificate of Achievement. ~~Exceptions to this unit limitation will be granted only to students enrolled in the designated occupational programs specified.~~
- Pass (P) is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of "C" or better.
- Units earned on a Pass/No Pass basis shall not be used to calculate grade point averages.

However, units attempted for which NPE is recorded shall be considered when determining probation and dismissal status.

- Other colleges and universities may restrict the acceptance of courses taken on a Pass/No Pass, especially for satisfaction of requirements for the major.