



## Petition to select course to be taken on a pass/no-pass basis

Complete this petition. A copy will be validated by Admissions & Records and given to you for your records. If this office should lose your request, your copy will be the only proof that you did sign up to take a course on a pass/no-pass basis.

<b>Student's Last Name</b>	<b>First Name</b>	<b>Student Identification Number</b>
	<b>Middle initial</b>	
<b>Course Name and Number</b>	<b>Section Number</b>	<b>Semester and Year</b>

**AGREEMENT:** I have read the statement regarding the Pass/No-Pass options and I understand and agree to abide by all the provision therein.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office use only</b>
Effective Date: _____

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Please read the following regulations governing the pass/no-pass policy and sign and date the form on top and submit to Admissions & Records:

### PASS/NO-PASS OPTION

The College President may designate courses in the College Catalog wherein all students are evaluated on a "Pass/No-Pass" basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "Pass/No-Pass" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Pass/No-Pass Option.

- 1. USAGE FOR SINGLE PERFORMANCE STANDARD.** The Pass/ No-Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
- 2. ACCEPTANCE OF CREDITS.** All units earned on a "Pass/No-Pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
- 3. RECORDING OF GRADE.** A student who is approved to be evaluated on the "Pass/No-Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No- Pass" (NP) grade.
- 4. GRADE POINT CALCULATION.** Units earned on a "Pass/No-Pass" basis shall not be used to calculate grade-point averages. However, units attempted for which "No-Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.
- 5. STANDARDS OF EVALUATION.** The student who is enrolled in a course on a "Pass/No-Pass" basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
- 6. CONVERSION TO LETTER GRADE.** A student who has received credit for a course taken on a "Pass/No-Pass" basis may not convert this credit to a letter grade.
- 7. COURSE REPETITION.** A student who has received a grade of "No- Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.