



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4232 PASS AND NO PASS GRADING

Courses offered only on a Pass/No Pass (P/NP) basis:

The purpose of this policy is to permit the College to offer courses specifically designated as Pass/No Pass courses. Students enrolled in courses designated as Pass/No Pass shall be evaluated on a single satisfactory standard of performance. The P/NP grading system shall be used to the exclusion of other grades. "Pass" shall be assigned for meeting that satisfactory standard; "no pass" for not meeting satisfactory standard. The student is required to take all tests and complete all assignments and is subject to all withdrawal and attendance regulations. Courses designated as pass/no pass shall be so noted in the college catalog.

All non-transferable courses and courses that are graded exclusively on a pass/no pass basis are not subject to any unit limitation.

Transfer Institutions Limitation of Pass/No Pass (P/NP) Grading Option:

Students who intend to transfer are advised that transfer institutions may place limits on the number of P/NP course credits the transfer institution will accept, whether the course will satisfy major specific requirements, and/or any other relevant factors. Students are encouraged to meet with a counselor before opting for this grading option.

Graded Courses that may be taken on a Pass/No Pass (P/NP) basis:

The purpose of this policy is to permit students the opportunity to explore courses without fear of penalty of a low grade and/or to preserve their grade point average (gpa). The student is required to take all tests and complete all assignments and is subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. A "P" grade is to be recorded for performance equivalent to "C" or better grade and an "NP" grade is to be recorded for less than satisfactory performance ("D" or "F"). Students are advised to meet with a counselor to discuss the implications on financial aid, athletic eligibility, veteran's benefits eligibility, program participation and transfer admission. Students should check with transfer institutions on pass/no pass unit limitations before opting for this grading option.

Process for requesting Pass/No Pass (P/NP) for Graded Courses:

1. The decision to take a course on a pass/no pass basis is irreversible after the deadline even if it is later discovered that the "P/NP" grade is not acceptable by the student's transfer college or for any other reason.

2. Once enrolled, a student may take graded courses on a Pass/No Pass basis in up to 14 transferable units. Students can select this grading option on their student portal (corsair) by the stated deadline (last day of instruction as published by the District).
3. Students who choose to exceed the 14 unit limitation may submit a Pass/No Pass Petition to Admissions and Records by the stated deadline (last day of instruction as published by the District).
4. Students who possess a Baccalaureate or higher degree from an institutionally accredited institution may take an unlimited number of units on a pass/no pass basis.
5. Any course of a duration of two weeks or less may not be taken on a pass/no pass basis.
6. A student taking a course on a pass/no pass basis cannot change to a letter grade basis after the published deadline that represents the last day of instruction as published by the District.

Pass/No Pass (P/NP) grades:

Pass will be indicated on a student's permanent record as "P" with units completed and no grade points. No pass will be indicated on the student's permanent record as "NP" with no units completed and no grade points. In either case, a student's grade point average is not affected. Units in courses taken on a pass/no pass basis will be included in the student's cumulative units enrolled for purposes of determining lack of progress probation and dismissal.

All units of credit earned on a "pass/no pass" or "credit/no credit" basis from institutionally accredited institutions shall be counted in satisfaction of degree requirements, as applicable.

Reference: Title 5, Sections 55022 and 55063
Ed Code Sections 66700 and 70901

Approved by Academic Senate: 3/5/2024

Approved by Senior Staff: 3/26/2024



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Section taken from former SMC AR 4250, Grading and Academic Record Symbols

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