

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs**4232****AP 4232 Pass/No Pass**

NOTE: This procedure is optional but is legally advised if the District offers courses for pass-no pass basis. Local practice may be inserted, but should comply with the following:

Monterey Peninsula College offers:

- Courses in which all students are evaluated on a pass/no pass (P/NP) basis.
- Courses in which a student may opt to complete the course on either a letter grade (LG) or a pass/no pass grade (P/NP) basis.

Offering courses for P/NP grades provide students an opportunity to explore areas outside their current interests without undue concern for their grade point average. This policy recognizes that a standard letter grade may not always measure the value of a course to an individual student. It enables students to enroll in courses on a P/NP basis to improve basic skills, provide educational opportunities, pursue studies outside the major field, and explore general education. Each department determines the courses it will designate for P/NP grading.

If P/NP grading is a course option, the student may request this option through the MPC's registration system. This option must be requested within 25% of the course or by the end of the fourth week for semester-length courses. Courses numbered 300 and above are always offered on the P/NP option if graded.

A student electing to be evaluated on the P/NP basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of P/NP are omitted.

A student who opts for a P/NP grade may reverse their option before the deadline has passed. Once the deadline has passed, the option will not be reversed.

A grade of "P" is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned an "NP" grade. An "NP" grade will not apply towards graduation, however, units attempted for which "NP" is recorded shall be considered for progress probation and progress dismissal procedures.

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.

The following restrictions apply regarding P/NP grading:

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- No more than 20 course units with a grade of “P” may be applied to an associate’s degree.
- Courses with a grade of “NP” may not be applied toward graduation.
- Departments may require majors to obtain letter grades in all courses specifically required for that major.
- No more than 14 course units with a grade of “P” may be applied to UC transfer.
- Students applying to the Nursing Program must receive a letter grade for all pre-requisite courses.

See Board Policy BP 4230 - Grading and Academic Record Symbols

References: *Title 5 Section 55022*

President’s Cabinet Approved: TBD