



# Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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## AP 4232 – Pass/No Pass

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**Approved by Leadership: August 2014**

*Reference: Title 5 Section 55022*

Credit courses (all those excluding the ones numbered in the 300s) are graded in one or more ways. Some are graded Pass/No Pass Only and are so stated in the course description. For such courses, unless an I (Incomplete), RD (Report Delayed), W (Withdrawn), or IP (In Progress) is assigned, the only possible grades are P (Pass) or NP (No Pass). Some courses are Graded Only, and are so stated in the course description. For such courses, unless an I, RD, W, or IP is assigned, the only possible grades are A, B, C, D, or F. Most courses are graded optional, that is, the student may opt for a P or NP rather than for A, B, C, D, or F.

If the course description in the Butte College catalog does not state Pass/No Pass Only, or Graded Only, then the course is optionally graded. This option, however, is subject to the following limitations:

1. For each course, an Election or Optional Pass/No Pass form must be completed and submitted to the Office of Admissions and Records prior to the last day of the fifth week of instruction, or during the first 30 percent of an irregular term course.
2. Unless an I, RD, W, or IP is assigned, the grade awarded is P if the student achieves an evaluative grade of A, B, or C. Similarly, if the student achieves an evaluative grade of D or F, only an NP grade symbol is awarded.
3. A maximum of 8 units optionally graded with the P symbol may apply toward an Associate Degree.
4. A maximum of 6 units optionally graded with the P symbol may apply toward a Certificate of Achievement.

Once submitted, the Pass/No Pass declaration can only be rescinded by successful petitioning of the Academic Council.

Students should make any Pass/No Pass Option elections with due consideration.

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. In computing a student's grade-point average, grades of Pass/No Pass are omitted.

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.