

Administrative Procedures for Implementation of Pass/No Pass Policy

- A student may switch his/her enrollment to Pass/No Pass status provided the change is completed 20% of a class.
- A student may reverse his/her enrollment from Pass/No Pass status to receive an evaluative grade, provided the reversal is completed prior to 30% of a class.
- The fee for a Pass/No Pass class is the same as the enrollment fee.
- **No signature needed.** However, students are advised that four-year schools may limit the number of P units acceptable for transfer. Major preparatory classes should never be taken on a P/NP basis. ENG 100, 202 and 203 may not be taken as P/NP. In most cases, courses numbered below 100 are ideally suited for the P/NP option. Please see a counselor to see how this option may affect your educational goals

Revised 9/12

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- A student may reverse his/her enrollment from Pass/No Pass status to receive an evaluative grade, provided the reversal is completed prior to 30% of a class for short term classes.
- The fee for a Pass/No Pass class is the same as the enrollment fee.
- **No signature needed.** However, students are advised that four-year schools may limit the number of P units acceptable for transfer. Major preparatory classes should never be taken on a P/NP basis. ENG 100, 202 and 203 may not be taken as P/NP. In most cases, courses numbered below 100 are ideally suited for the P/NP option. Please see a counselor to see how this option may affect your educational goals.

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