



Pass/No Pass Guidelines, Limitations, & Form

1. What is Pass/No Pass?

Pass/No Pass (P/NP) in most cases, is a way of taking a class without worrying about your grade. As long as you satisfactorily complete the course (at the “C” or better level), you will receive a “Pass (P)” on your Shasta College transcript. If you finish the course at the “D” or “F” level, you will receive a “No Pass (NP)” on your transcript. Neither P nor NP will affect your Shasta College grade point average.

Many students choose this option because it allows them to take courses without worrying about how their performance in these courses (as long as they are confident they can achieve at least a “C”) will affect their grade point averages. For example, students may want to explore interests outside of their current major or to fulfill General Education requirements using this option.

2. Will I still receive units for courses taken Pass/No Pass?

Yes, if you receive a P. **No**, if you receive a NP. See #1.

3. Will Pass/No Pass affect my grade point average (GPA)?

No in most instances. While you will receive units for courses completed with a P, they are not used to compute your Shasta College grade point average. While CSU & UC honor Shasta College’s policy on Pass/ No Pass, some independent or out-of-state colleges and universities may count a P as a “C” when computing your GPA for transfer admission. For example, St. Mary’s College of California has this policy.

4. Are there any disadvantages in choosing the Pass/No Pass option?

Yes. If you receive a NP, you will not receive any units for the course. This may have negative consequences for students on academic probation or those who must complete a certain number of units each term (e.g. student athletes, financial aid recipients, and those in the EOPS program). So, for example, if you receive a “D” in a course and took it for a letter grade, it would affect your grade point average but you would still receive units in the course. However, if you took the same course under the Pass/No Pass option and received a “D”, you would not receive the units in the course. There are advantages and disadvantages under either option. As described in #3, if you are planning on transferring to an independent or out-of-state college or university, you should check on their policy on using Pass/No Pass in determining your transfer admissions GPA.

If you are using **veteran’s educational benefits**, please be cautious about using the P/NP option. If you earn a Pass grade, that is fine. If you earn a NP, that could have a negative impact on your benefits. Prior to submitting the P/NP request form, we STRONGLY urge you to reach out to our Veteran’s Specialist, Julie Fisher, at jfisher@shastacollege.edu

5. Is the Pass/No Pass option available for all Shasta College courses?

No, in normal circumstances. Normally, only courses listed in the catalog with “Grading: Pass/No Pass Option” in the course description may be taken P/NP. HOWEVER, the California Community College Chancellor’s Office has given us the authority to allow ANY course to utilize the P/NP option for SPRING 2020 ONLY. Before you submit the P/NP request (#10), please make sure you read item #6.

6. Are there any courses I should NOT take Pass/No Pass?

Yes. You should NOT take courses required for your major P/NP. Most four-year colleges & universities require that courses in your major be completed with a letter grade of “C” or better. If you are taking pre-requisites for a health professions program, you should take those courses for a grade. Some Shasta College Certificate programs require a specific grade point average, which means you must complete some courses for a letter grade. Check the Shasta College catalog for details. If you are unsure, we encourage you to consult with a Shasta College counselor.

7. Are there limits to the number of units I can take Pass/No Pass?

Yes, in some cases. Under normal circumstances, for students planning on transferring any of the campuses in the University of California (UC) system, a maximum of 14 units may be taken P/NP toward the 60 UC transferable units required to transfer as a junior. The UC system is making is temporarily suspending the cap on the number of transferable units with “pass/no pass” grading due to COVID-19.

8. Can I use Shasta College courses taken P/NP for General Education (either for the AA, CSU GE or IGETC)?

Yes, if you receive a “P”.

9. Will the instructor of the course know I’m taking the class P/NP?

No. If you have informed the Admissions & Records Office that you will be taking the course P/NP, they will assign you a P or NP depending upon the grade the instructor submits for you. If you earned a grade of “C” or higher, your transcript will show a "P", if you earned a “D” or “F”, your transcript will show an “NP”. Informing your instructor that you are choosing the P/NP option will not replace completing the form in the Admissions & Records Office. (See #10)

10. If I choose to take the course for P/NP, what do I have to do?

The Pass/No Pass Form is the last page of this document. Download the form, enter the required information, sign it electronically, and email it to admissions@shastacollege.edu

11. Is there a deadline for choosing the P/NP option?

Yes. In a regular term, you must submit the form to the Admissions and Records Office before 30% of the course is completed. For Spring 2020, we are making a special exception due to COVID-19 - you may submit the form up to and including Friday, May 1, 2020. This applies to ALL classes for Spring 2020 ONLY. Once the deadline has passed, you may not change your choice.

Pass / No Pass Declaration

Student Name: _____ ID Number: _____

Semester / Year: _____ Section #: _____ Course Title _____

I elect to take the above course for Pass/No-Pass. I realize the courses completed under the Pass/No-Pass option count toward graduation and transfer within the following limitations:

- 1.) Students may not use "Pass/No-Pass" grade options for courses required in their major or minor field of study.
- 2.) Students may not use "Pass/No-Pass" grade option in more than one course per semester, and may apply no more than ten semester credits taken toward the AA/AS degree.
- 3.) It is the responsibility of the student to be familiar with the "Pass/No-Pass" policy currently in force.

Forms must be on file in accordance with the "Pass/No-Pass" declaration date as specified in the semester schedule

I am using veteran education benefits: Yes No

Student Signature: _____ Date: _____

Please submit this to the Admissions Office at admissions@shastacollege.edu