

Pass/No-Pass Policy

Mt. San Antonio College offers several courses that may be taken for a letter grade (A, B, C, D, and F) or Pass/No-Pass. Students can change to a No-Pass up to the last day of the class instruction.

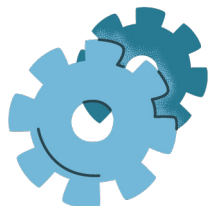
What should you consider when changing a letter grade to Pass/No-Pass?

The following categories require letter grades and Pass/No-Pass grades will **not** be accepted:

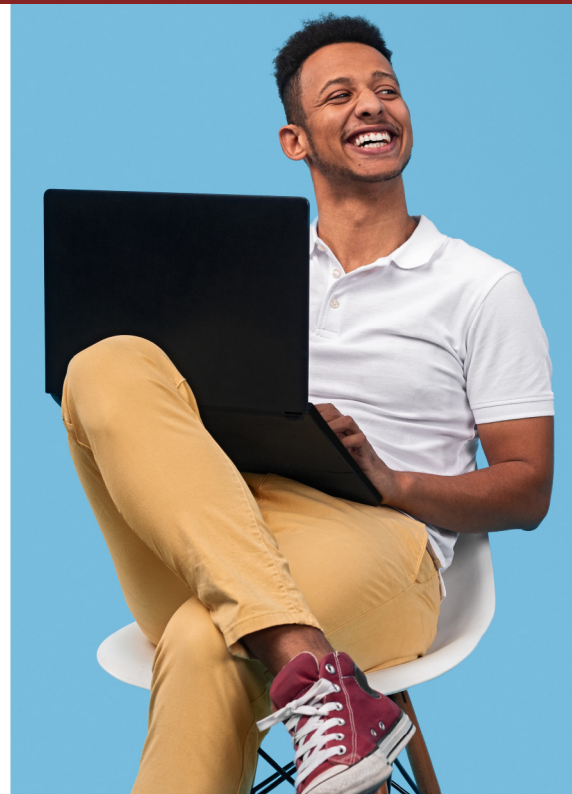
- General Education courses (Associate, CSU, IGETC)
- Major courses both for the Mt. SAC program (certificates, AS, AA degrees) and transfer degrees (AA-T/AS-T)
- Transfer preparation courses for CSU, UC, and private, out-of-state transfer colleges

Who can assist me with deciding when to opt for a Pass/No-Pass grade option?

- A counselor may assist help determine if a course may be changed to a Pass/No-Pass grade.
 - Click [here](#) to access counseling services, or go to bit.ly/3YcajvC to schedule a counseling appointment.



Instructions on how to change a grade to a Pass/No-Pass on the next page.



When is the last day to change a class from a letter grade (A, B, C, D, F) to a Pass/No-Pass?

A graded course may be changed to Pass/No-Pass from the day the course was added through the last day of instruction of the course.

How to determine if a class has a P/NP option.

1. For each class you are enrolled in (or considering), check the grading mode listed in the class section (often labeled "Grade Option" or similar) — it may say "Letter Grade," "Pass/No Pass Only," or "Letter Grade or Pass/No Pass."
2. Log on: inside.mtsac.edu (portal)
3. Select "Student Self Service", select "Registration", and click on "Schedule of classes/CRNs".

How do I change the course to a Pass/No-Pass grade?

1. Complete the Admissions and Records "[Petition for Exceptional Action](#)" form. (go to bit.ly/3Bvxx0u)

Select option "C. Other Request". In the explanation write "change the grading option to "Pass/No Pass" and include specific course information. See the example below.

(Note: Change to a "P" grade for an eligible course must be done during the first 20% of the course instruction; Effective Spring 2024, a grade of F may be changed to only NP up until the last day of instruction for eligible course only.)

C. OTHER REQUEST: (Please attach required document(s). See below.*)

Explanation (Required): Please change my grading option to Pass/No Pass for (write the course name here)

2. Follow the instructions on their webpage for the 2-step submission process. For any questions regarding submitting this form, please contact Admissions and Records directly. (909) 274-4415