



Pass/No-Pass Policy

Most of Mt. SAC's courses are offered with a letter grade (A, B, C, D, and F). Students can change to a Pass/No-Pass up to the last day of the class instruction.



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

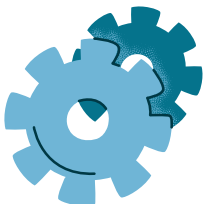
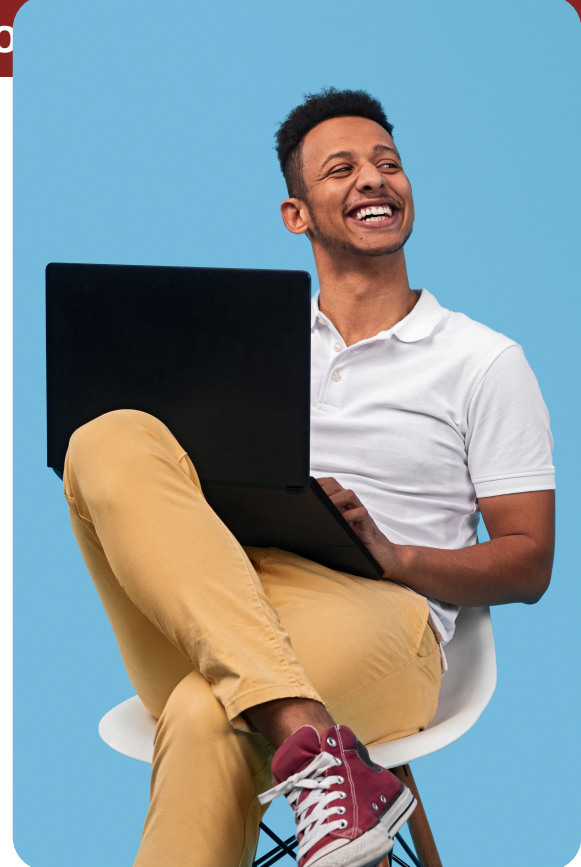
The following categories require letter grades and Pass/No-Pass grades will **not** be accepted:

- 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.

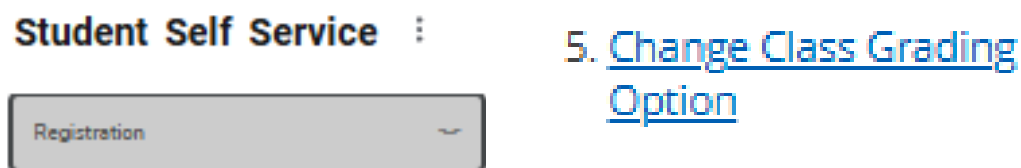
When is the last day to change a class from a letter grade (A, B, C, D, F) to a Pass/No-Pass?

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

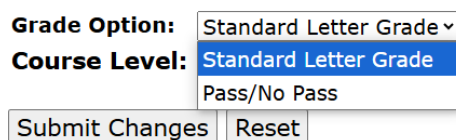
1. Log on: inside.mtsac.edu (portal)

2. Select “Student Self Service”, select “Registration”, and #5 “Change Class Grading Option”



3. Select term that has the course to change to Pass/No-Pass and submit **Select a Term:**

4. Click, “Grade Option-Standard Letter Grade”, select “Pass/No Pass” and submit.

A screenshot of a form for selecting grade options. It features two labels: "Grade Option:" and "Course Level:". The "Grade Option:" label is followed by a dropdown menu currently showing "Standard Letter Grade". The "Course Level:" label is followed by a dropdown menu with "Standard Letter Grade" selected and "Pass/No Pass" visible below it. At the bottom of the form are two buttons: "Submit Changes" and "Reset".