



April 7, 2020

Dear LACCD Student,

The Los Angeles Community College District (LACCD) realizes that the COVID-19 pandemic has impacted not only your instructional learning but also your daily lives. To lessen your anxiety and support your completion of your spring courses, the state Chancellor's Office has provided relief in an executive order that waives timelines and other restrictions related to students' abilities to request Pass/No Pass (P/NP) as a grading option.

For the Spring 2020 term, the LACCD will lift the restriction on the number of courses/units students can take for Pass/No Pass. Additionally, these courses will not count towards the maximum number of P/NP limits one may apply to a certificate or degree, including major courses.

All classes can be taken either Graded or as Pass/No Pass. Courses that are already designated locally as Pass/No Pass only will remain Pass/No Pass only. Per title 5 section 55023, a Pass means "at least satisfactory," and a grade of Pass shall be equivalent to earning a letter grade of C or higher.

The deadline to petition for a grade basis change (i.e., Graded to Pass/No Pass) is the last day to drop with a W/EW for the course.

For courses taken this term as a replacement/repeat of a previously-graded course may be taken Pass/No Pass. (Note that a grade of "Pass" will replace a previous grade, while a grade of "No Pass" will not replace a previous grade.) The previous grade GPA will not be counted towards the student's cumulative GPA if replaced with the Pass grade.

Students are strongly encouraged to speak with a Counselor to discuss their options for taking a course Pass/No Pass and the impact it may have on their academic standing, admissions, financial aid, and transfer to a CSU, UC or private universities.

- Most transfer institutions do not compute a GPA for a Pass/No Pass course; however, in some instances a passing grade is computed at a 2.0 level, potentially adversely affecting a student's overall GPA score.
- Private and out-of-state universities have different policies on use of Pass/No Pass.
- Most transfer institutions—including CSU, UC, and graduate or professional schools—require courses for the major to be completed with a letter grade. A Pass grade may result in a student needing to retake a course either before or after transfer.
- The UC has waived the limitation on total number of units allowable by Pass/No Pass, but has not waived requirements for local transfer requirements or major courses to be taken by letter grade.

- A transfer, professional or graduate institution may restrict the allowable transfer units taken as Pass/No Pass. Nursing program course prerequisites may require a letter grade.

To chat with an Academic Counselor or an Admission's representative, click on the "Online Counseling & Live Chat" tile on your MyCollege.laccd.edu student homepage.

To execute a Pass/No Pass grading option, complete the Pass/No Pass Petition, <https://laccd.edu/Students/Documents/Pass%20No%20Pass%20Petition.doc> and return the form from your District email address (Student.laccd.edu) to the college email address below. If you are unable to scan and return the document with your handwritten signature; type your name in the signature line instead.

East LA College	admissions2@elac.edu
LA City College	admissions@lacitycollege.edu
LA Harbor College	ARHELP@LAHC.EDU
LA Mission College	admissions@lamission.edu
LA Pierce College	PierceAdmissions@PierceCollege.edu
LA Southwest College	Admissions@lasc.edu
LA Trade Tech College	lattc-applications@laccd.edu
LA Valley College	petitions@lavc.edu
West LA College	admissions@wlac.edu

The faculty, staff and administration of the Los Angeles Community College District wishes you much success in your classes, in addition to comfort, ease, and health during these uncertain times.

Los Angeles Community College Administration