

Proposal for an Exception to the Restriction on  
Using P/NC Graded Courses for Major Credit

**Policy:**

**B. GRADING OPTIONS**

1. Apart from the exceptions identified below, all courses at Westmont are graded using a letter scale (A, B, C, D, F).
2. Instructor Initiated Exceptions:
  - a. For pedagogical reasons, an instructor may elect to use P/NC grade reporting in any class not approved for GE credit. It is assumed that the same grade-reporting system will be applied to the entire class.
  - b. With the approval of the General Education Committee, P/NC grade reporting may be used in appropriate, GE-approved courses.
  - c. When P/NC grade reporting is used, the syllabus must reflect this fact. In addition, departments are encouraged to include a notice in the catalog that the course may use P/NC grading.
3. Student-Initiated Exceptions:
  - a. No student-initiated exceptions are available for courses taken to fulfill the student's GE requirements (except P.E.A.) or required to complete the student's major/minor. Students who have completed all requirements for a major/minor, as determined by their application for degree, may request the P/NC grading option for additional course work offered in the major/minor department.
  - b. With the instructor's approval, the student may elect the P/NC grading option for any other elective course.
  - c. The deadline for changing the grading option is the end of the ninth week of classes. The student must submit a P/NC Grading form to the Student Records Office. The faculty signature will verify that the student is currently doing work at Pass level.
  - d. The WebAdvisor Section Roster indicates the option chosen by the student.
  - e. P/NC registration is limited to four units plus one P.E. Activity course in any term, with a maximum of eight units and two P.E. Activity courses per academic year (including Mayterm).

The above policies in total restrict the use of any class taken Pass/No Credit towards major and GE requirements. Any class taken Pass/No Credit is used as elective units only (with an exception for PEA courses). If a faculty member would like to use P/NC grading for their entire course, but still desires GE credit, they can seek approval from the General Education Committee for an exception to this policy. There is currently no mechanism for departments to offer a P/NC only graded course and have that course complete a major requirement.

For a number of years there has been a formal/informal exception for the Biology department and their Practicum courses. In the last few years two other departments have crafted courses and majors that incorporate P/NC graded course options. It seems like an opportune time to see if additional exceptions need to be made.

**Three departments are currently offering courses that have only P/NC grading as an option, and would like those courses to be used within their major:**

**Biology – BIO-190/190SS/191/191SS – Practicum/Environmental Practicum** – 1-4 unit course that can be used to meet the minimum number of units needed for the various tracks within a Biology major. The B.S. tracks have a limit of 2 Practicum units that can be used towards a student's Biology major.

**Communication Studies – COM-195 – Focus on Film** – 1 unit course that can be used to meet the minimum number of units needed for the students Communication Studies major. Is not used to complete any major requirements or categories.

**English – APP-168 – Student Publications: Horizon** – 1-4 unit course that can be used to meet the Internship requirement within the major (2 units required for the major). It cannot be used to meet the minimum unit requirements (at least 24 units of literature, at least 24 units of upper division coursework) for the major.

This proposal will not change the language of the policy, but would create an approved exception within the Registrar's office that would be incorporated into the appropriate program evaluations. Additional courses would be evaluated by Senate for approval as standing exceptions to the policy.