



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

# Proposed standard criteria for P/NP grading

This list intends to provide non-binding guidance on what constitutes appropriate criteria for adopting Pass/No Pass (P/NP) grading. This is in response to a lack of clarity identified in the G-30-12 Grades policy; see below. Given the impact on a student's GPA of P/NP grades, the use of P/NP grading should be scrutinized in general when curriculum proposals are reviewed. The College strongly recommends the use of standard grading rather than P/NP.

While there is no specific policy on P/NP grading in the 2025 Higher Education Coordinating Commission's Oregon Community College Policy and Process Book, it recommends that students take courses for a letter grade and not P/NP in reference to the Associate of Arts Oregon Transfer (AAOT) and Associate of Science Oregon Transfer – Computer Science specifically (page 207).

For COCC, the GPM states in the G-30-12 Grades policy: “the P/NP option is used for certain courses where it is deemed inappropriate to utilize the regular grading system. All such courses utilizing the P/NP format must first be approved through the normal committee structure of the College. Such courses set P/NP standards in their original submission for course approval.” See: <https://cocc.edu/policies/general-policy-manual/academic/grades>

## Proposed Criteria for Pass/No Pass Grading

- Any orientation course that is 2 credits or less.
  - Examples: MFG 100: MFG Orientation (1 credit); AUT 106: Automotive Program Orientation (1 credit).
- X80, X99 courses; clinicals, practicums, studio and performance courses
- Internships done in the field, in an industry setting, or in the workplace.
  - Example: APR 105: Skilled Trades Career Builder (4 credits).
- Courses covering field-specific skills which focus on hands-on experiential learning.
  - Examples of these include: G 168 (1 credit); J 215A, J 215B, J 215C - Publications Lab I, Publications Lab II, Publications Lab III (all are 1 credit); PSY 290 (1 credit); MFG 280: CWE Manufacturing (1-4 credits).
- Courses focused on preparation for a certification exam.
  - Examples: NUR 250: NCLEX Preparation (4 credits); MFG 291: Cert. Test Prep NIMS I (1 credit).
- Educational Pathways: new trailhead exploratory courses - usually 1 credit.
  - Example: BI 100: Life Science Careers (1 credit).
- If pass/no pass grading is required by the accrediting body for programs that have specialized accreditation.
- Courses that specify conference attendance provided that the course also includes assessment of learning and obtains evidence of learning.
  - Example: ED 195: ECE/ED Conference (1 credit).