
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4232 Pass/No Pass

Reference:

Title 5 Section 55022

NOTE: *This procedure is optional, but it is legally advised if the District offers courses on a pass/no pass basis. Local practice may be inserted below, but it should comply with the following language in red ink:*

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect until the last day of instruction, as established and published by the District, whether the basis of evaluation is to be "pass-no pass" or a letter grade.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

NOTE: *The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no-pass" by Fall 2009.*

Also see BP/AP 4230 Grading and Academic Record Symbols.



FOOTHILL-DE ANZA
Community College District

NOTE: The **red ink** signifies language is **legally advised**. The Policy & Procedure Service issued legal updates to this procedure in **August 2007**, **February 2008**, and **May 2023**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

Approved:

(This is a new procedure)



Legal Citation for AP 4232

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

Article 2. Grading and Academic Record Symbols

5 CCR § 55022

§ 55022. Pass-No Pass Grading Option.

(a) The policy adopted pursuant to section 55021 may permit courses to be offered in either or both of the following categories and, if so, shall require that each college catalog specify the category into which each course falls:

(1) Courses in which all students are evaluated on a “pass-no pass” basis.

(2) Courses in which each student may elect until the **last day of instruction**, as established and published by the districts, whether the basis of evaluation is to be “pass-no pass” or a letter grade.

(b) All units of credit earned on a “pass-no pass” or “credit-no credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

(c) Units earned on a “pass-no pass” basis shall not be used to calculate grade point averages. However, units attempted for which a student receives a “NP” designation (as defined in section 55023) shall be considered in probation and dismissal procedures.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Amendment filed 9-20-2022; **operative 10-20-2022**. Submitted to OAL for filing and printing only pursuant to Education Code section 70901.5 (Register 2022, No. 40).