

Request for Pass / No Pass

1. The decision to take a course pass/no pass must be made by the end of the first nine weeks each semester. Only one non-required course may be taken pass/no pass each semester.
2. The student must have the signature of their parent/guardian, instructor, and counselor before permission will be granted to take a course pass/no pass.
3. The student will be required to attend all classes and complete assignments made by the instructor. Students must take the final exam unless they meet eligibility requirements to opt out of the test.
4. Credit earned as a pass/no pass course will be counted toward graduation, but will not be used in computing a student's grade point average except when returned to a grade status through an option selected.
5. Students who opt for pass/no pass will receive a letter grade on their quarter report card. Pass/no pass will be assigned at semester and on the transcript.
6. Students will be given a pass or no pass grade for the course based upon performance. In order to earn a pass grade, a student must earn a passing grade (D- minimum) based on the same criteria used to assign grades to all students in the classroom.
7. ***Students must carry five academic classes for letter grades and maintain a 3.4 GPA for two consecutive semesters to qualify for an academic letter.***
8. Be advised that some colleges will not accept high school courses that are taken pass/no pass and designated with a "P" on the transcript; a letter grade is required. This is particularly true in the World Language area.

ID Number _____

Student's Name _____ Grade Level _____

Course _____ Instructor _____ Period _____

I elect to remain on a grade basis if my earned grade for the semester is: (check one)

_____ A

_____ C or better

_____ B or better

_____ Pass/No Pass only

Reason for request (optional): _____

Parent signature

Date

Instructor signature

Date

Counselor signature

Date

