

**PASS/FAIL PETITION**  
(Pass/fail procedures on reverse side)

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Student Name (Print) \_\_\_\_\_ ID # \_\_\_\_\_ Counselor \_\_\_\_\_

I herein petition to complete the following course on a pass/fail basis:

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Course Name (Print) \_\_\_\_\_ Instructor \_\_\_\_\_ Period \_\_\_\_\_

This course is in addition to my other four units of credit.

1. I understand that a course cannot be taken for a pass/fail grade:
  - a. When it is for accelerated credit
  - b. When it is required for graduation
  
2. I further understand that if any course is dropped resulting in my taking less than five (5) courses, this petition automatically becomes void and I will receive a letter grade for this course.
  
3. Eligible students enrolled in a full year course who petition to complete the course on a pass/fail basis for the first semester **WILL AUTOMATICALLY** remain on a pass/fail status in the course for the second semester. Semester courses must be petitioned on a semester by semester basis. **STUDENTS WHO DESIRE TO RETURN TO A REGULAR GRADING STATUS SECOND SEMESTER MUST NOTIFY THEIR COUNSELOR AND TEACHER OF THE RESPECTIVE COURSE.**

PLEASE RETURN THE COMPLETED FORM TO YOUR COUNSELOR'S OFFICE NO LATER THAN **3:30 P.M. ON FRIDAY, April 5, 2019**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Approval of Parent

\_\_\_\_\_  
Approval of Counselor

**(DO NOT WRITE BELOW THIS LINE)**

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Date completed petition returned to counselor: \_\_\_\_\_

**FOR OFFICE USE ONLY** Copy to:

Class Instructor: \_\_\_\_\_

Counselor's Copy \_\_\_\_\_

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

Original to Scheduling: \_\_\_\_\_

## Pass/Fail Procedures

The pass/fail policy was developed to give students opportunities for learning without the pressure of grades. Passing grades received under the pass/fail system are designated on grade reports and official transcripts as satisfactory (PA). Failing grades received under the pass/fail system are designated on grade reports and official transcripts as an “F”. A failing (F) grade will be computed in a student’s grade point average. Students may take any one-half credit or one credit course during the regular school year, as well as summer school, pass/fail according to the following guidelines:

- Students may petition to take courses pass/fail only if they are registered for more than four full credit courses. If a student who is taking a fifth course pass/fail decides to drop a course that is being taken for a letter grade, the pass/fail course must be taken for a letter grade.
- Students must meet all prerequisites for admission to any class they wish to take pass/fail. Accelerated classes may not be taken pass/fail.
- Courses required for graduation may not be taken pass/fail except for courses taken to complete the two-year graduation requirement in applied arts and technology, fine arts, or foreign language.
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The **deadline** to submit a pass/fail petition for 1<sup>st</sup> semester is 3:30 pm on Friday, **October 26, 2018.**

The **deadline** to submit a pass/fail petition for 2<sup>nd</sup> semester is 3:30 pm on Friday, **April 5, 2019.**