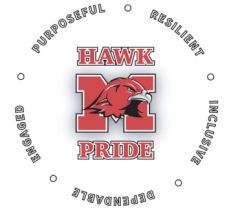


**PASS/No Grade PETITION**  
**(Pass/NG procedures on reverse side)**



PLEASE PRINT

**Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Counselor:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **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/NG grade:
  - a. When it is for accelerated credit or dual 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/NG basis for the first semester **WILL AUTOMATICALLY** remain on a pass/NG 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.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Approval of Parent (signature)**

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

Please return the completed form to your counselor's office not later than 3:30pm on:  
**Wednesday, December 1, 2021.**

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

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

**FOR OFFICE USE ONLY** Copy to:

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

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

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

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

## Pass/NG Procedures

The pass/NG policy was developed to give students opportunities for learning without the pressure of grades. Passing grades received under the pass/no grade system are designated on grade reports and official transcripts as Passing (PA). “No Grade” grades received under the pass/NG system are designated on grade reports and official transcripts as an “NG”. A No Grade (NG) grade will not 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/NG according to the following guidelines:

- Students may petition to take courses pass/NG only if they are registered for more than four full credit courses. If a student who is taking a fifth course pass/NG decides to drop a course that is being taken for a letter grade, the pass/NG course must be taken for a letter grade.
- Students must meet all prerequisites for admission to any class they wish to take pass/NG. Accelerated classes may not be taken pass/NG.
- Courses required for graduation may not be taken pass/NG except for courses taken to complete the two-year graduation requirement in applied arts and technology, fine arts, or foreign language.

The **deadline** to submit a pass/NG petition for 1st semester is 3:30 pm on Wednesday, **December 1, 2021**.

The **deadline** to submit a pass/NG petition for 2<sup>nd</sup> semester is 3:30 pm on Wednesday, **May 4, 2022**.