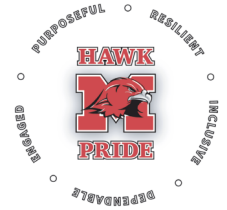


**PASS/NO GRADE PETITION**  
**2022/23: Semester 2**  
**(Pass/NG procedures on reverse side)**



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, AP 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.

\_\_\_\_\_  
**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:**  
**Friday, May 5th, 2023**

**(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/NG Procedures

The purpose of the pass/NG option is to provide students opportunities for learning which minimize the pressure of grades and impact on a student's overall Grade Point Average (G.P.A.). The pass/NG option is an option for elective courses, but is not eligible for courses that are accelerated/AP, dual credit or required for graduation.

When choosing an eligible course for the Pass/No Grade Option, the following will appear on the transcript:

- A passing grade (D or above) will be reflected in your transcript as a "P" for Pass, will receive credit and will not count towards your GPA.
- A failing grade will be reflected as an "NG" for No Grade and will not receive credit and not count towards your GPA.

If you submit this form for a year-long class during the first semester you do not need to resubmit the form again for the 2nd semester. It will automatically apply to both semesters unless you notify your counselor.

Students may take "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, AP and Dual Credit courses can not be taken 'Pass/NG'.
- Courses required for graduation are not eligible for '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 this form for 2nd semester is 3:30 pm on **Friday, May 5th, 2023.**