PASS/NO-CREDIT REQUEST

☐ CLC ☐ CG ☐ CLS ☐ PR

Student Name: _____ Grad Yr: _____

Course: _____ Date: _____

Teacher Name: _____ ☐ 1st Semester ☐ 2nd Semester

Request (check one): ☐ Pass/No-Credit option ☐ Letter Grade option

1. P/NC is limited to students in grades 11-12 unless otherwise specified.
2. Students must fulfill the minimum graduation requirements in the core curricular areas prior to requesting a P/NC option in that area.
3. Students must fulfill four of the six minimum elective graduation requirements prior to requesting a P/NC option in that area.
4. Courses meeting specific graduation requirements such as Consumer Education, Health and the computer requirement may not be taken as P/NC. However, students enrolled in Driver Education (at any grade level) may apply for the P/NC option.
5. Courses in band or chorus, which are not considered to be major courses, may be taken P/NC (applicable to students in grades 9 through 12).
6. Students may enroll in only one course for P/NC per semester or per summer term.
7. Students requesting P/NC must do so in writing no later than 10 school days prior to the final exam in that course. Forms for requesting this option will be signed by the student, parent, teacher, and respective counselor, and be retained on file in the counselor's office.
8. The codes "P" (pass) or "NC" (no credit) will appear on the transcript.
9. Advanced Placement (AP), Dual Credit, and PLTW courses may not be taken on a P/NC basis or for audit purposes.
10. Students must be enrolled in at least five full-credit (.5 credits per semester) bearing courses, under regular grading procedures to be eligible. If a student drops the fourth credit-bearing course, then the P/NC option reverts to normal grading.
11. P/NC option is available in summer school only if students fulfilled the minimum graduation requirements in any curricular area prior to requesting the P/NC option.
12. P/NC courses will be counted toward graduation in the same way as any other course, but will not be included in the grade point average. If a student earns an A or B and requests, 10 school days prior to the final exam in that course, it be changed from P/NC to a grade, it will be included in the grade point average.
13. It is not recommended that students considering selective colleges or universities take college preparatory courses for P/NC. Students and parents are advised to contact college or university personnel and consult their counselors in these instances.
14. Exceptions to the P/NC request may occur with permission from the principal or designee.

Approval (all signatures are required):

_____ _____

student signature date parent signature date

_____ _____

teacher signature date counselor signature date

revised 05/19 HH