



# STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

## Pass/Fail Form

A student may elect to take up to one credit per school year in any course(s) to be graded as Pass (P) or Fail (F). In order to take a course pass/fail, students must complete the *Pass/Fail Form* and gain approval from their parent/guardian, teacher, department coordinator, and school counselor.

- Students taking a course pass/fail are still expected to meet all of the same course requirements as other students enrolled in the course.
- The request for pass/fail must be made by the 30<sup>th</sup> school day of the term for full year or semester courses.
- Once this form is submitted, this grading option cannot be reversed.
- A grade of Pass is not included in the calculation of grade point average, but will receive credit. A grade of Fail *is* included in the calculation of grade point average and will receive no credit.
- If the student chooses to drop the pass/fail course, he or she must adhere to the course withdrawal policy.
- Courses taken pass/fail may still satisfy NCAA core-course requirements. However, the NCAA Eligibility Center will assign the lowest passing grade (D-) in its calculation of GPA.

Name of Student: \_\_\_\_\_

Student's Grade: \_\_\_\_\_ School Counselor: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Teacher: \_\_\_\_\_

School Year: \_\_\_\_\_ Semester (if applicable): \_\_\_\_\_

Describe in detail the reasons you wish to take this course pass/fail.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Original copy will be retained in student's file with school counselor
- Photocopy to student and parent/guardian
- Photocopy to teacher