

SPECIAL SERVICES

Promotion, Retention, Grading, and Graduation Requirements

Optional Pass-Fail Grading for High School Courses

This regulation supersedes Regulation 2436.4.

I. PURPOSE

To establish rules and procedures for students who choose to take one elective credit per year to be marked pass-fail.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

The office name has been changed in the upper right identification block.

III. RULES AND PROCEDURES FOR PASS-FAIL GRADING

- A. With parental or guardian approval, any high school student shall be given the option of taking one elective credit per school year to be marked on a pass-fail basis. This may be applied to required physical education credits, to foreign language credits, and to credits other than those required for English, social studies, mathematics, and laboratory science and specialized courses such as Principles of Engineering Technology and Senior Technology Research taught at Thomas Jefferson High School for Science and Technology.
- B. A double- or triple-period class taken for two or three credits in a professional technical studies field may be taken on a pass-fail basis as the one pass-fail credit per year.
- C. No student may take more than two single-semester electives or one full-year elective per school year on the pass-fail system except as indicated in item B.
- D. Each student using the pass-fail option shall receive a P (in lieu of grades A through D) and a credit, or an F and no credit. Only the letter P or F shall be recorded on the scholastic record and report cards. If a student receives a P, it shall not be averaged into the student's grade-point average or class rank. If a student receives an F, it shall be averaged in as an F in the standard grading system.
- E. Any high school student electing to take a course as pass-fail shall indicate this by completing a Request for Pass-Fail Status form, which requires parental approval. For a full-year course, the form must be returned to designated school personnel on or before the 22nd school day of the first grading period. For a semester course, the form

must be returned on or before the 11th school day of the semester. A student attending a school using a semester block schedule must return the parent approval form to the designated school personnel on or before the 11th school day of the block period. This decision may not be reversed.

- F. A student dropping a course being taken pass-fail and transferring to a new course shall have ten school days in which to decide if the new course will be taken pass-fail. The new course must meet the requirements of section II.A. of this regulation. A student in a school using a semester block schedule shall have five school days in which to make the decision. Once made, this decision may not be reversed.
- G. Information concerning the pass-fail option shall be made available to all parents through publication in the *Standard Course Offerings* guide, which can be obtained in the guidance offices in the high schools as well as at the following web site: www.fcps.edu/ss/StudentServices/Guidance/gdscofrg.htm.