

SEMESTER / YEAR: _____

Pass/Fail Grading Policy:

During the sophomore, junior, and senior years, a student may elect to take one course per term on a pass/fail basis. A maximum of 12 credit hours is permitted, excluding courses that are automatically graded on a pass/fail basis. Students wishing to take a course pass/fail must have the instructor's approval. **Pass/fail grading may not be used for the General Education curriculum or for certain courses as restricted by the major.** Students wishing to take courses on a pass/fail basis must submit this form to the Office of the Registrar at the time of course registration. Grades for approved pass/fail courses cannot be changed to conventional letter grades. Credit for pass/fail courses counts toward attempted hours for academic progress. A grade of "P" (pass), will not affect a student's GPA; however, a grade of "F" (fail) will affect the GPA.

I HEREBY REQUEST TO TAKE THE FOLLOWING COURSE ON A PASS/FAIL BASIS:

Course code	Course Title	Credits
Student Name: _____		ID: _____
		Class: _____
Student Signature: _____		Date: _____
Instructor Signature: _____		Date: _____
Advisor Signature: _____		Date: _____

This completed form must be submitted before the Add/Drop period ends and returned to the Registrar's Office for processing. Copies of completed forms will be sent to affected departments and individuals.

For Registrar's office use only

Information updated by: _____ Date: _____
Additional notes:
