

Office of University Registrar
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Election of Pass/Fail Option

Sophomores, Juniors and Seniors may select a Pass/Fail Option for one Course per semester (up to a maximum of four courses), except in the following cases:

- any course specified as a degree requirement;
- any course in a student's major, unless the department rules otherwise;
- any course used to satisfy general education requirements or the Distribution requirements of the degree program in which the student is enrolled.

Student Last Name

Student First Name

Student ID

Subject/Course No.

Section No.

Semester

Year

Selection of Pass/Fail Option: During the first five weeks of a semester, students may exercise the pass/fail option, which shall then be irrevocable. Only the student and the Registrar shall know that the option has been selected. The instructor will grade the student's work in the customary way. The official grade will convert to P or F depending on the grade assigned. The burden of selecting a proper course under pass/fail rules shall rest on the student. Any doubt about whether a course is ineligible for pass/fail shall be resolved by consultation with the dean of the college in which the student is enrolled.

Pass/Fail grading practices are as follows:

- A student who does passing work (i.e., A through D-) in a course shall be given a grade of P (Pass). Passing a course shall earn a student graduation credits but shall not be counted in the cumulative average. Failure in a course will be 0 quality points and will be included in the GPA.
- The Registrar shall be required to keep a separate record of the grades obtained in the pass/fail courses and will issue this record only on the request of the student.
- The transcripts will contain the pass/fail notation, but the grade actually achieved will be kept on file in the Registrar's Office.

Registrar Office Use Only:

Date:

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