



PASS/FAIL OPTION POLICY

The Pass/Fail Option encourages students to venture out of the specified curriculum requirements for a Bachelors Degree or Teacher Licensure. The Pass "P" notation is equivalent to the grade of "D" or better but has no effect on the grade point average; the Fail "F" notation is equivalent to the grade of "F" and will be calculated in the grade point average. Pass/Fail courses are under the same guidelines as the NC notation. These guidelines are those established college-wide and those which are subject to individual school and department regulations.

Students who have completed at least one MSCD course, and have at least a 2.00 cumulative grade point average may choose to be evaluated for a certain course on a Pass/Fail basis rather than by letter grade. Major, minor, general studies and other courses required for a degree, or for teacher Licensure may not be taken on a Pass/Fail basis. **Maximum graduation credit for Pass/Fail courses is 18 credit hours, earned in no more than six courses, limited to one course per semester or module.**

A student must declare interest in the Pass/Fail Option no later than the 12th day of fall and spring terms, the 8th day of summer 10-week and 8-week classes, or the 2nd day of any module class. (See current class schedule for dates.) The instructor will assign the Pass/Fail grade on the final grade list which identifies students electing and eligible for Pass/Fail grading. If a student requests the option and later is declared ineligible, the student will receive notification from the Office of the Registrar. If approved, the student will receive a copy of this form. Once approved, the request for the Pass/Fail is irrevocable. Some institutions do not accept credits for courses in which a "Pass" notation is given. Therefore, students who plan to transfer or take graduate work should determine whether the institution of their choice will accept the credit before registering for courses under the Pass/Fail Option. Student must be enrolled in the course before the Pass/Fail option can be assigned. Additionally, it is the student's responsibility to ensure that the course is not in their Major, Minor, or General Studies.

REQUEST FOR PASS/FAIL OPTION

Please Print

Name	Student ID #
Address	Phone#

CRN	Dept	Course #	Credit	Course Title	Instructor	Sem./Yr.

I have read and will comply with the Pass/Fail Option Policy on this form.

Student's Signature		Date

Your request for the Pass/Fail Option for the above named course has been APPROVED.

Your request for the Pass/Fail Option for the above named course has been DENIED for the following reason(s):

Office of Registrar Staff Signature		Date