

Pass/Fail Grade Option

PLEASE READ CAREFULLY:

A student declares his/her intent to change from traditional grading to Pass/Fail by completing this form. The completed form must be on file in the Office of Admissions and Records prior to the mid-term date. Midterm dates are available in the Office of Admission and Records. Once this is received in the Office of Admissions and Records, changing back to traditional grading is **not** permitted. **Required courses in your major cannot be taken as a Pass/Fail grade.** (Please see your counselor for more information.)

Student Name	ID. #	Semester
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Course you wish to take Pass/Fail	Credit Hours
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Degree/Major _____

Have you taken other courses under this option? Yes _____ No _____

I understand by signing this form, I **CANNOT** return to a traditional letter grade for this course.

Student Signature _____ Date _____

Counselor Approval: Yes _____ No _____

Counselor Signature _____ Date _____

Instructor Approval: Yes _____ No _____

Instructor Signature _____ Date _____

Return to the Office of Admissions and Records after all required signatures!