

PASS/FAIL OPTION FOR NON-CREDIT COURSES

Students have the option to take courses on a Pass/Fail basis. Restrictions related to the Pass/Fail option are described below. **Once this option is selected it cannot be revoked.** A grade of P (Pass) will not be counted toward a Professional Certificate program. Before selecting this option, students who are to be reimbursed by their employer should confirm that a weighted grade is not required.

This form must be signed by a supervisor in the Office of Noncredit Student Services (7 East 12th Street, room 133). No faxed copies are allowed.

POLICIES RELATED TO THE PASS/FAIL OPTION:

- No course used to fulfill the requirements for a certificate may be taken as Pass/Fail.
- Students considering the Pass/Fail option to gain admission to undergraduate, graduate, and professional schools should consult with that particular institution about the effect of such grades.
- All Pass/Fail decisions are irrevocable. No grade other than P or F will be recorded.
- The request for Pass/Fail option is submitted to the Office of Noncredit Student Services for approval and **must be made before the end of the course.**
- The Pass/Fail grade is issued by the Registrar's Office upon receipt of the approved form. The instructor does not issue the Pass/Fail grade on the grade report.
- The student is responsible for adherence to these regulations.

Name _____

Student ID Number _____

I hereby elect the Pass/Fail option in: Term _____ Year _____

Course and Section # _____

Course Title _____

NONCREDIT STUDENT SERVICES APPROVAL _____

Date _____

I have read and agree to the policies related to the Pass/Fail option as stated on this form.

STUDENT SIGNATURE _____

Date _____

***NOTE:** *Original signed form must be submitted to the Office of Noncredit Student Services. Please retain a copy for your records.*