



PASS/FAIL GRADE OPTION

FOR UNDERGRADUATE STUDENTS ONLY

| | | |
|---------------|---------------------------|--------------|
| NAME _____ | SEMESTER & YEAR OF FILING | FALL _____ |
| UNIV ID _____ | | SPRING _____ |
| ADDRESS _____ | | SUMMER _____ |
| _____ | HOME PHONE _____ | |
| EMAIL _____ | WORK PHONE _____ | |

POLICIES AND LIMITATIONS

The pass/fail grade option may be exercised on one course only per full-time academic year, that is once within 32 credits (in addition to any courses that may only be taken pass/fail, such as Private Lessons). In order to take a course on a pass/fail basis, students must submit this form to the Gallatin Office by the end of the ninth week of classes during the fall and spring terms, and by the end of the Wednesday in the fourth week of classes during the summer sessions. Once the deadline for submitting the pass/fail grade option form has passed, students cannot exercise this grading option nor can they revoke one already filed.

The pass/fail option is not available for any courses used to fulfill the Gallatin Liberal Arts Core Requirement. In addition, courses taken on a pass/fail basis do not count toward the Dean's List minimum credit requirement of 12 credits in graded courses.

When a student exercises this grading option, the final letter grade submitted by a course instructor is automatically changed by the Registrar to a grade of either "Pass" or "Fail." If the course instructor submits a final passing grade of "D" through "A," the student will receive a grade of "Pass," and a "P" will appear on the student's permanent record; if the course instructor submits a final grade of "F," an "F" will appear on the permanent record. The grade of "P" is not computed in the student's grade point average, but the grade of "F" is computed in the grade point average. Course instructors will not be made aware that a student has filed a pass/fail grade option.

PASS/FAIL ACTION

I hereby file a pass/fail grade option for _____ or revoke a pass/fail grade option for:

COURSE NUMBER _____ SECTION _____ INSTRUCTOR _____

TITLE _____

Student's Signature

Date

Gallatin School Approval

Date

REGISTRAR COPY FILE COPY STUDENT COPY