

**Pass/Fail Policy & Guidelines** — *Please carefully read the following information before completing registration form.*

- A pass grade represents work completed at C– or above.
- The pass/fail option is open only to second-term sophomores or above with a minimum 2.30 GPA. *(The exception being the practicum which is open to all qualified students.)*
- No course needed for teacher certification may be taken pass/fail.
- No course in the major, minor or concentration area *(except the practicum)* and no general education course may be taken pass/fail until all requirements in those areas are met.
- Language courses required for the Bachelor of Arts (BA) degree are not eligible for the pass/fail option.
- The pass/fail option must be declared during the first week of classes *(first five class days of fall/spring semesters)*.
- Pass/fail courses do not affect the cumulative GPA if passed; *however they do affect the GPA if failed.*
- Pass/fail courses are limited to one course per term.
- Pass/fail courses are limited to a total of 13 hours; courses offered only on a pass/fail basis are not included in this total.
- The student is responsible for registering for the course. Upon approval, the Office of the Registrar will change the grade mode from normal to pass/fail.

**Please print**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Anticipated Graduation Date: JAN MAY AUG DEC 20\_\_\_\_\_ Year Entered Taylor/Catalog Year: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Degree: AA BA BS BM

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*I have read the above information and fully understand the pass/fail policy and guidelines.*

**Course Enrollment Term**

Fall 20 \_\_\_\_\_
  Interterm 20 \_\_\_\_\_
  Spring 20 \_\_\_\_\_
  Summer 20 \_\_\_\_\_

Course #	Credit Hours	Course Title	CRN

\_\_\_\_\_ # of Credit Hours previously taken by Pass/Fail

\_\_\_\_\_ Academic Course Load for Enrollment Term *(including this registration request)*

**Approval Signatures** ➡ *Obtain signatures of the advisor and instructor before submitting registration form to the Office of the Registrar.*

**Academic Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Registrar** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved  Denied