



STUDENT NAME _____ I.D.# _____

TERM: Fall Winter Spring Summer YEAR: _____

DECLARE A COURSE PASS/FAIL: I request to take the following course on a Pass/Fail basis:

Term	Dept.	Crs. #	Sec. #	Course Title	Crd. Hrs.
------	-------	--------	--------	--------------	-----------

DECLARE A COURSE FOR A GRADE: I request to take the following Pass/Fail Oriented course for a grade:

Term	Dept.	Crs. #	Sec. #	Course Title	Crd. Hrs.
------	-------	--------	--------	--------------	-----------

PLEASE READ CAREFULLY THE PASS/FAIL POLICIES BEFORE SIGNING:

First year students in their first semester at NWU or continuing students with less than 26 credits may *not* declare a course Pass/Fail. Upperclass students (completed 26 or more credit hours) may only declare one course Pass/Fail per term [summer is one term]. This limitation does not apply to courses of 1-hour credit or less or to courses designated Pass/Fail Only or Pass/Fail Oriented.

Courses listed No Pass/Fail may not be taken on a Pass/Fail basis. Courses listed Pass/Fail Only may not be taken for a grade.

For a grade of Pass (P*) students must earn a “C-” or better. Fail (F*) is recorded for grades of “D+” or lower. Grades of P and P* are not computed in a student’s grade point average; grades of F and F* are computed in the GPA.

Grades of P* may affect a student’s eligibility for the Academic Honors List.

Grades of P* may not be used to meet requirements for a major, minor or supporting program without permission from the chair of the department offering the major or minor.

Students under the “Archway General Education Curriculum”: Each student may use one course with a grade of P* toward the “Archway Curriculum” general education requirements in the Foundational Literacies area.

Students under “Preparing for Global Citizenship General Education Curriculum”: Each student may use two courses with grades of P* toward “Preparing for Global Citizenship” general education requirements. This excludes courses from the “First-Year Experience” category.

By signing this form I understand the Pass/Fail policies listed above.

_____ Student’s Signature Date _____

_____ Advisor’s Signature

***** OFFICE USE*****

REVIEWED: Initials/Date: _____