



STUDENT NAME (please print): \_\_\_\_\_ 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.
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**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.
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**PLEASE READ CAREFULLY THE PASS/FAIL POLICIES BEFORE SIGNING:**

Students classified as freshmen (students who have completed fewer than 26 credit hours) 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: \_\_\_\_\_