

PASS / FAIL REQUEST FORM

For UNDERGRADUATE Students Only

PLEASE READ CAREFULLY

Medaille offers the Pass/Fail grade, primarily, as an incentive for undergraduate students to take more challenging courses than they might without endangering their grade point average. Students earn credits, but not quality points, for courses in which they earn a "P" grade.

- **A grade of "F" is punitive and is factored into the quality point average regardless of the submission of this form.**
- Although there is no limit to the number of Pass/Fail requests during a single semester, **no more than ten percent (10%) of the total degree or certificate program** may be taken Pass/Fail.
- **Students may NOT take General Education OR Degree Core courses Pass/Fail.**

Students should consult the Department Chair/Program Director for acceptable courses within their program and discuss possible future ramifications of a Pass/Fail grade in their degree program before pursuing a Pass/Fail.

Pass/Fail grades are student-initiated. Students requesting to Pass/Fail must sign and return forms to the Registrar Office by the Pass/Fail deadline (refer to Academic Calendar).

Since institutional policies differ, students interested in transferring or continuing on to graduate study should investigate the acceptance of pass/fail grades at potential schools before seeking pass/fail here at Medaille College.

("Grading System." current *Medaille College Undergraduate Catalog*)

- Pass / Fail requests are **IRREVERSIBLE**. Please be certain of your request *before* submitting this form to the Registrar's Office.
- Students who have signed a "*Probationary Contract*" must have prior written approval from their academic advisor to take a class pass/fail.
- Pass/Fail grades **DO** impact your eligibility for the Dean's List.

CRN: _____ Course #: _____ Course Title: _____
(Example: MAT 105)

Course Credit Hours: _____ Instructor: _____

Semester & Year: _____ Meeting Days & Times: _____

Student's Name: _____
(Please Print Clearly)

Student ID: _____ Student's Program: _____

Advisor Signature: _____

Student's Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY:		
Date Form Received:	Date Form Processed:	Approved / Denied:
Received By:	Processed By:	Review By: