

## PASS/FAIL GRADE REQUEST FORM

<b>Last Name</b>	<b>First Name</b>	<b>M. I.</b>	<b>Student ID #</b>	
<b>Term</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer College		<b>Year</b>		
<b>Major(s)</b>		<b>Year of Study:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Graduate		
<b>I would like to enroll in the course below on a Pass/Fail basis.</b>				
<b>Department of Course</b>	<b>Course No.</b>	<b>Section No.</b>	<b>4-digit course No.</b>	<b>Course Title:</b>

1. **NOTE:** Not all departments accept PASS/FAIL for courses. Please check with the department.
2. Students who plan to transfer to another college or university are advised to check with that institution to determine if courses taken at UW-Superior as Pass/Fail will be accepted as transfer credits.
3. A grade of Pass is not be used in calculating a student's cumulative grade point average (GPA). However, a grade of Fail **IS** used in calculating GPA; resulting in a lower term and cumulative GPA.
4. Credits for courses graded with Pass grade do not figure into the required number of credits to earn Dean's List honors.
5. Students may not repeat classes graded with a Pass for a letter grade.
6. Students who receives a grade of Fail may repeat the course as Pass/Fail or as a regular letter grade.
7. Students may not enroll on a Pass/Fail basis in more than one course per semester.
8. Students who are enrolled in a compulsory Pass/Fail course are eligible to take one elective Pass/Fail course.
9. Students are allowed to count a total of 15 semester credits graded Pass/Fail toward the 120 credits required for graduation.
10. Degree-seeking students may NOT enroll in COMM 110 or any English Literature course on a Pass/Fail basis.
11. Students may not enroll in a Pass/Fail course in his/her major. However, if a student changes his/her major, the student submit a petition to the Petition Committee , with the approval of the department chairperson in the new major, requesting up to two courses (taken as Pass/Fail) count toward the new major.
12. Students in Business and Economics programs, and other students who wish to enroll in 300- or 400-level Business or Economics courses, may not include courses taken as Pass/Fail as pre-requisites
13. Students who wish to change to Pass/Fail grading after the tenth day of term, may do so WITH the approving signature of the faculty teaching the course and the department chair (of the department that houses the course) on this form.
14. **Students are allowed to submit this form to the Registrar's Office (OM 139) until the day before final examinations begin for any term or Summer College/J-Term.**

I have read the above statements and agree to adhere to the rules governing Pass/Fail grading.

<b>Student's Signature</b>	<b>Date</b>	
<b>Instructor's Signature</b> (required through 10 <sup>th</sup> day of term)	<b>Instructor's Printed Name</b>	<b>Date</b>
<b>Department Chair's Signature</b> (required 10 <sup>th</sup> day of term until day before finals)	<b>Department Chair's Printed Name</b>	<b>Date</b>

This document becomes a part of the student's permanent file record