

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Pass/Fail Grades (number AP1104)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 12/14/10 (approved by Faculty Senate); 1/4/11 (approved by the Interim Chancellor)

I. Background and Purpose

- 1.1 Current policy requires students to submit a petition if they wish to change from letter grading to pass/fail grading (for those courses allowed) after a date specified in the academic calendar.
- 1.2 These petitions are usually approved by the Credits Committee, so the Credits Committee questions why these petitions are needed.

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 P = Pass Grade which counts toward credits earned, but does not carry grade points and therefore is not used when computing grade point average. Credits graded with a P grade cannot be used when calculating credits required to qualify for Dean's List honors.
- 3.2 F= Fail Grade which does count in credits earned and does count in grade point average calculation.

IV. Policy Statements

- 4.1 Students are allowed a total of 15 elective Pass/Fail (P/F) credits, with the exclusion of WRIT 101 and WRIT 102.
- 4.2 Specific courses, identified by the various departments and in the student's major, may not be taken P/F. Degree-seeking students cannot take COMM 110 as P/F. 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 P/F as pre-requisites. Details are specified in the Business and Economics section of this catalog.
- 4.3 Students who choose the P/F grading option should do so upon enrollment in a course, but they are allowed to change to P/F grading up through the tenth day of Fall or Spring term (or the last day to drop/add for Summer College/J-Term courses).
- 4.4 Students who wish to change to P/F 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 a Pass/Fail form obtained from the Registrar's Office (or www.uwsuper.edu/registrar).
- 4.4.1 Students are allowed to submit this form to the Registrar's Office until the day before final examinations begin for any term or Summer College/J-Term. If a student receives a Pass grade, s/he may not subsequently repeat this same course for a letter grade.
- 4.5 Students should be aware that it may be difficult to transfer P/F graded courses to other institutions of higher education.

V. Policy Procedures

- 5.1 Students who wish to earn a P/F grade for a course should declare this within the first 10 days of a term, or before the last day to drop/add classes for J-Term and Summer College courses.
- 5.2 Students who wish to earn a P/F grade for a course, but fail to declare so within the first 10 days of a term, must complete a Pass/Fail Grade Request form available from the Registrar's Office. The form must have approving signatures from the course instructor and the Department Chair of the department in which the course is housed.
- 5.3 Students then submit the completed, signed Pass/Fail Grade Request form to the Registrar's office for processing.
- 5.4 Registrar's office changes the grading to P/F for the requested course.
- 5.5 Registrar's office informs the student and faculty member this change has been made via email.

VI. Compliance

- 6.1 Approved by UAAC (12/7/10), Faculty Senate (12/14/10) and Chancellor Markwood (1/4/11)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 See the Pass/Fail Grade Request Form attached



Registrar's Office

(715) 394-8228 (office)

(715) 394-8040 (fax)

www.uwsuper.edu/registrar

Old Main 139, P.O. Box 2000 • Superior, WI 54880

PASS/FAIL GRADE REQUEST FORM

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

1. 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.
2. 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.
3. Credits for courses graded with Pass grade do not figure into the required number of credits to earn Dean's List honors.
4. Students may not repeat classes graded with a Pass for a letter grade.
5. Students who receives a grade of Fail may repeat the course as Pass/Fail or as a regular letter grade.
6. Students may not enroll on a Pass/Fail basis in more than one course per semester.
7. Students who are enrolled in a compulsory Pass/Fail course are eligible to take one elective Pass/Fail course.
8. Students are allowed to count a total of 15 semester credits graded Pass/Fail toward the 120 credits required for graduation.
9. Degree-seeking students may **NOT** enroll in COMM 110 on a Pass/Fail basis.
10. 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.
11. 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
12. 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.
- 13. 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.

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

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

Revised 01/03.2011

7.2 necessary