

Pass/Fail Grading Option

Use this form to change your grading option for a course to pass/fail. To elect this grading option, this form must be submitted before the deadline published on the Academic Calendar for the applicable term/year. This election cannot be revoked after the published deadline. Make sure you read through the rules and carefully consider your request.

STUDENT INFORMATION		
Last Name	First Name	St. Thomas ID
St. Thomas Email		Phone

I elect to take the following course under the rules of pass/fail

Year:

J-term

Spring

Summer

Fall

COURSE DETAILS				
CRN	Department	Course Number	Section Number	Course Title

The following rules will apply to any course graded using the pass/fail option:

1. This course will not satisfy any core curriculum requirement.
2. No more than 1/8 of the courses taken at the University of St. Thomas may be taken as pass/fail.
3. If the course is in the major or minor department or allied field, the student must obtain the signature of the Department Chair/Program Director.
4. If the grade of D+, D, or D- is received, the student has the option of: (1) accepting a mark of R with no effect on the GPA and no credit earned, or (2) earning credit with the grade of D+, D, D- being recorded and used in the GPA computation.
5. This grading option cannot be changed or revoked after the published deadline.

Select one of the following options

- Grade of D+, D, or D- will equal grade of R; this will NOT affect your GPA and the course will NOT be counted toward your degree requirements.
- Grade of D+, D, or D- will equal grade of D+, D, or D- respectively; this WILL affect your GPA calculation.

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE (if necessary)	
	Date

STUDENT SIGNATURE
My signature confirms I have reviewed the deadline and agree with any rules pertaining to the pass/fail grading option I am electing on this form.

X		Date
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Return this form to:
 University of St. Thomas
 Office of Student Data and Registrar, Mail 5001
 2115 Summit Ave, Saint Paul, MN 55105-1096
 registrar@stthomas.edu