

**PROCEDURE FOR APPLYING
TO ENROLL UNDER THE “PASS-FAIL” SYSTEM**

1. Complete the attached APPLICATION FOR ENROLLMENT UNDER THE “PASS-FAIL” SYSTEM.
2. Sign the application on page 2 after reading the regulations governing the “Pass-Fail” system.
3. Take the application to the advisor for approval signature to enroll under the “Pass-Fail system.
4. When the application is completed, signed by the student, and signed by the student’s advisor, take the application to the Registrar’s Office, 103 Russ Hall.
5. Please note that the application must be received by the Registrar’s Office no later than the last day to add classes for the semester in which the course is to be taken under the “Pass-Fail” system.
6. After the application is received and the enrollment approved by the Registrar’s Office, the enrollment will be adjusted automatically to apply under the “Pass-Fail” system.
7. A notification letter will be mailed to the student’s local Pittsburg address with copies to the advisor, the instructor, and the student’s permanent file.

APPLICATION FOR ENROLLMENT UNDER THE "PASS-FAIL" SYSTEM

Student's

Name: _____ Date: _____
 Last First Middle

Course for which this application is submitted:

Course No.	Course Title	Credit Hrs
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Term in which the above course is to be taken: Term: _____ Year: _____

Other courses attempted under the "Pass-Fail" system and grades received:

(If you have not previously enrolled under this system, write "NONE.")

Academic Record to Date: Hrs Taken: _____ Hrs Passed: _____ Grade Pts: _____

Degree Sought: _____ Major: _____ Minor: _____

Read the following regulations, sign the certification on page 2, and obtain your advisor's signature. The Registrar must receive this application no later than the last day to add classes/fee payment deadline.

The Faculty Senate adopted the "Pass-Fail" system of grading certain courses under certain conditions. Students may elect to take the courses with only a "P" or "F" grade being recorded. Such a system is advantageous to students since they may take courses that they might not otherwise attempt because of competition. Only free elective courses may be taken under the "Pass-Fail" system of grading. The following conditions or restrictions apply:

I. Eligible Students

- A. Those with at least junior standing.
- B. Those not on probation.
- C. Those who have declared a major.

II. Ineligible Courses

- A. Courses used to fulfill the General Education requirements.
- B. Courses in the student's major or minor fields.
- C. Supporting courses required by a student's major department.
- D. Courses, which have been attempted for a letter, grade.

III. Other Regulations

- A. A student is allowed one course per semester with a maximum of 4 courses on the "Pass-Fail" basis.
- B. At enrollment a student must indicate the course to be taken on the "Pass-Fail" basis. The grading option may not be changed after the last day for adding new classes.
- C. A student taking a "Pass-Fail" course would receive a grade of "P" or "F" for the course with a "P" (Pass) being given for any grade of "D" or higher with respect to the rest of the class.

- D. Grades of “P” earned in a course taken on the “Pass-Fail” basis are not included in the computation of the student’s grade point average but are to be in the total course requirement for graduation. Grades of “F” earned in a course taken on the “Pass-Fail” basis are included in the computation of a student’s grade point average.
- E. A student who has received a “Pass” in a course may not repeat the course for a letter grade.

I hereby apply for enrollment under the “Pass-Fail” system for the course indicated on page 1 of this application and certify that all conditions as stated on page 1 are satisfied. I further certify that, at the present time, the course for which I apply under the “Pass-Fail” system is a free elective in my degree program. I understand that any complications regarding my requirements for graduation caused by providing erroneous information on this application or by any changes in my degree program will be my full responsibility.

Date: _____ Signed: _____
Student’s Signature

Approval:

Student’s Advisor: _____ Date: _____

Registrar’s Office: _____ Date: _____

Memoranda:

Student No.: _____

Address:

This application will be placed in the student’s permanent record in the Registrar’s office.

Telephone: _____