

OLIVET COLLEGE PASS/FAIL REQUEST FORM VALID FOR SPRING 2020 ONLY

INSTRUCTIONS:

1. Students are advised to read *Important Considerations For Changing a Course to a Pass/Fail (P/F) Grading Schema* prior to submitting this form (please see next page).
2. Enter the requested information below (ID, Date, Name, and Course Information).
3. Select print and print to PDF to save the file as your own document. Please submit one form per course.
4. Email your form to the professor of your course and your academic advisor. Electronic signatures or email responses from the appropriate parties will replace hard copy signatures on this form.
5. Your request must be submitted to your professor and academic advisor no later than Wednesday, April 8, 2020 by 5:00 p.m.
6. You will receive an electronic confirmation of your pass/fail status via your Olivet College email address.

STUDENT I.D. _____ DATE _____

STUDENT NAME _____

I wish to change the following course to pass/fail:

Dept	Num	Sec#	Course Name	Cr

I approve the course above to be recorded as pass/fail:

Professor

Academic Advisor

SUBMISSION OF APPROVAL

Professors and Academic Advisors: Please review this request with the student. Indicate your approval by either: (1) e-signing on the line above and forwarding this document with your e-signature to Leslie Sullivan, registrar, at lsullivan@olivetcollege.edu OR (2) indicating your approval via a separate email to Leslie Sullivan.

Note: Approvals by the professor and the academic advisor do NOT need to be submitted to Leslie Sullivan on the same form. Professors and academic advisors will receive confirmation of the official approval of this request via email from the Office of Academic Affairs.

THIS SECTION FOR USE BY REGISTRAR ONLY

RECEIVED BY _____ DATE _____

Important Considerations for Changing a Course to a Pass/Fail (P/F) Grading Schema

- **Talk to your advisor.** Students are strongly encouraged to discuss changing a course to a P/F grading schema with their advisor before submitting this form. Changing to a P/F grading schema in a course is irreversible, meaning that you can not later change it back to the traditional A-F (eg. A,B,C, etc.) grading schema. Be sure this is the right move for you.
- **P/F and GPA.** Earning a "Pass" (P) grade in a course under the P/F grading schema means that the course credits are earned but no honor points are earned toward the calculation of the grade point average (GPA). In other words, the GPA is not impacted by the earning of a "Pass" grade. Earning a "Fail" (F) grade in a P/F course means no credits are earned and the grade will impact the GPA in the same way an "F" in the traditional A-F grading schema would.
- **Limitations on course eligibility.** Some courses that are part of defined course sequences are not eligible to be converted to a P/F grading schema. This is due to the course serving as a minimum grade pre-requisite in a course sequence. For example, WRT 111 requires a grade of C or higher to move into WRT 112. Courses that serve as a minimum grade pre-requisite for other courses in a course sequence will not be eligible for conversion to the P/F option. In such cases, a late withdrawal may be a better choice. Consult your instructor to determine if your course is eligible to be converted to Pass/Fail.
- **Limits on credits earned via P/F.** For the Spring 2020 semester there is no limit on the number of courses that a student may convert to the P/F grading schema. In the future, a limit on the total number of P/F credits that a student may earn will be developed; please be alert for announcements in the fall or beyond.
- **Dean's and President's List.** To be eligible for inclusion on the Dean's or President's List for Spring 2020, a student must maintain at least 10 registered credits of courses that use the traditional A-F gradingschema.
- **Transcript considerations.** Students should note that the P/F grading schema is not generally acceptable to graduate or professional schools for courses required as part of an admissions decision. Students considering graduate school or professional school (medical, dental, pharmacy, law, nursing, etc.) are strongly advised to discuss a P/F grading schema change with their advisor.