

## PASS/FAIL OPTION FORM

An undergraduate student at Capital University may elect to take on a pass/fail basis, one graded course per academic year (fall through summer semester).

1. A student is not permitted to use the P/F option when the course is being taken to fulfill a course in the major, minor or Signature Learning requirement. Certain prerequisites may be taken P/F as designated by your department. Contact your department chair for further information. A student may take courses that fulfill Signature Learning goal requirements as P/F only after the goal requirement has been fulfilled.
2. Exceptions to the policy for majors and minors are determined by the department chair/dean.
3. It is the student's responsibility to notify the Registrar's Office when making use of the P/F option. The option can be elected until the last day to drop a course with a W. The decision to take a course on the P/F option cannot be reversed once the form has been submitted to the Registrar's Office.
4. A "P" is assigned and placed on the academic record by the registrar when the final grade submitted is passing (A-D). It is not calculated into the student's grade point average.
5. If, however, the instructor assigns an F for the course, then the F will stand and be calculated into the student's grade point average.
6. The P/F option cannot be utilized for a course if it is being taken as a repeat for a previously graded course or previous P/F course.

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### STUDENT

**Name:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

**Course & Section** (e.g. UC-100-01): \_\_\_\_\_

**Credits:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Term:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### APPROVALS

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dean/Chair Signature\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Dean or Department Chair signature is only required for exceptions to the policy for majors and minors.