OP 34.02: Pass-Fail Option

DATE: September 19, 2006

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach in handling the student pass-fail option.

REVIEW: This OP will be reviewed in March of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs by April 15.

POLICY/PROCEDURE

1. Pass-Fail Option

Undergraduate students may take up to 13 elective semester hours toward satisfying degree requirements in which they will be graded on a pass-fail basis. Courses specified in the catalog as available only with pass-fail grading and courses taken in excess of degree requirements are not included in the 13-hour restriction.

a. A college may further restrict the pass-fail option but may not broaden it beyond elective courses.

b. No student on probation will be allowed the pass-fail option.

c. A student must declare the intent to take a course pass-fail no later than the last day on which a grade of W is automatically given for courses dropped. A student who has chosen to take a course pass-fail may not subsequently change to a letter-graded basis. A grade of F in a pass-fail course is included in the student's grade point average.

d. The names of students taking a course pass-fail will not be made known to the instructor.

e. Courses taken in the declared major or minor shall not be taken by pass-fail unless required by the department. The department of the major or minor will decide whether courses taken under the pass-fail system before a student has declared a major or minor shall count toward satisfying the degree requirements.

f. Pass-fail options for graduate students are determined by the Graduate School.