

**Fall 2023 PASS/FAIL FORM**

Form must be complete and e-mailed to [registrar@millikin.edu](mailto:registrar@millikin.edu) by 4:30PM on  
Friday, September 29, 2023 for a 16 week course; Friday, September 8, 2023 for  
1<sup>st</sup> 8-week course; and Friday, November 3, 2023 for 2<sup>nd</sup> 8-week course

DATE \_\_\_\_\_ STUDENT ID \_\_\_\_\_ NAME \_\_\_\_\_

CRN*	SUBJECT	COURSE NUMBER	SECTION	CREDIT	TITLE

Students must understand that:

1. The decision to choose the P/F option and any curricular repercussions for doing so are solely the responsibility of the student. **The student should consult their advisor.**
2. A student must earn at least a C- to have a grade of P recorded. A grade of D+, D, D-, or F received under this option will be recorded in the student's academic history as such and counted in the cumulative grade point average. The grade of P is not computed in the student's cumulative grade point average.
3. The P/F option is not reversible once elected by the student. (e.g., If a student elects P/F and ultimately earns an A, for example, a P will still be recorded.
4. The instructor has no knowledge of the student electing the P/F option. The actual letter grade earned by the student is recorded by the instructor and converted to a P/F grade by the Office of the Registrar.
5. The P/F option may render a course non-transferable to other institutions.
6. The P/F option, if used frequently, may result in an insufficient recordable GPA to qualify the student for certain co-curricular activities, such as athletics.
7. Students should be aware that some highly competitive graduate, medical, nursing, dental, law, or other professional schools may not be willing to consider for admission those students with pass grades on their official transcripts. **The student should consult their advisor.**
8. Academic honors (High Dean's List and Dean's List) are awarded to students with 12 or more **graded** credit hours. Electing the P/F option for course(s) that reduce the total number of graded credits to below 12 will affect eligibility.
9. Further details about requirements for pass/fail option listed on the reverse of this form.

\*If on academic probation, meet with a member of the CAPP office, who will, if approved, forward to the advisor. ☐

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

**Pass/Fail Option**

A pass/fail option is made available particularly to allow high achieving students in one area to take courses in other areas without undue concern about a lower grade due to competition with majors in the other areas. Specifically, any course not required by the major can be taken on a Pass/Fail basis.

Full-time students at the junior and senior level with a grade point average of 3.0 or higher may take no more than one course in any term under a pass/fail option. Students wishing to complete a course under the pass/fail system must complete the appropriate request form, which can be obtained from the Office of the Registrar. This option must be elected within six weeks of the beginning of classes.

**Pass/Fail Courses**

1. May include required University Studies courses.
2. May not be in the student's major field, except with the written permission of the Department Chair or major coordinator.
3. May not include core courses or Mathematics 130 for students majoring in Tabor School of Business, except with the written permission of the Dean of the School. Students majoring in the College of Fine Arts may not include core courses in the School of Music except with the written permission of the Dean of the School.
4. Are open only to full-time students with at least a 3.0 cumulative grade point average and junior (54 – 87 credits) or senior standing (88 credits or higher).
5. May include some courses in addition to the above limits. These courses (e.g., internships, experimental courses) in the judgment of the faculty member with concurrence of the appropriate Academic Dean, may be graded on a pass/fail [basis](#) for all students registered in that course.
6. The pass/fail option may not be appropriate for students who intend to pursue advanced degrees at graduate or medical schools, or who may transfer prior to the completion of their bachelor's degree. Students considering taking courses under the pass/fail option are advised to discuss this option with their advisors. Students should be aware that some highly competitive graduate, medical, dental and law schools may not be willing to consider for admission those students with pass grades on their official transcripts.

An instructor will report the normal letter grade for the student. Normally, the instructor will not be aware which students in the class, if any, have elected the pass/fail option. The Office of the Registrar will convert a C- or better to a P grade for those students choosing this option. The grade of P is not computed in the student's cumulative grade point average. A grade of D+, D, D-, or F received under this option will be recorded in the student's academic history as such and counted in the cumulative grade point average.

A student repeating a course may not do so under the pass/fail option.