

REQUEST FOR PASS GRADING OPTION

Students may apply the pass grading option to no more than eight semester hours (the equivalent of two full courses) during their Sewanee career and to no more than one course taken in any term. Students are strongly encouraged to discuss the pass grading option with their advisors. This request is due by the last day of the withdrawal period in the student's last term of enrollment prior to graduation.

STUDENT INFORMATION

Full Name: _____	Expected Graduation Date: _____
Email Address: _____@sewanee.edu Banner ID#: B00 _____	
Major(s): _____	
Minor(s): _____	
Certificate(s) of Curricular Study: _____	

I have already completed and received grades in the following course(s) and wish to convert the grade(s) to P (pass).

Subject	Number	Semester/Year Taken	Course Title	Grade

I am currently enrolled in the following course and wish to convert the final grade to P under the conditions below*:

Subject	Number	Course Title	*Convert if grade is lower than

By providing my signature below, I certify that I have read and understand the following:

- A grade of D- or above converts to "P" (pass), which is not computed in my grade point average (GPA).
- I may not designate a course for the pass grading option if a final grade of F has been assigned by the professor or as a result of an Honor Code sanction.
- Courses converted to the pass grading option may not be used to fulfill the requirements of a major, minor, or certificate of curricular study.
- The converted grades will be used in calculating my transcript GPA, which will be used in determining eligibility to enroll, receive financial aid, and graduate but that the grades originally issued by the professor will be used in determining class rank as well as eligibility for the Dean's List; Order of the Gown; Phi Beta Kappa; graduation, departmental, and athletic honors; membership in academic honor societies; awards and prizes; and in most other instances where GPA is among the criteria considered.
- My decision to convert the above course(s) to the pass grading option may not be reversed. Once the change has been made, the original grade does not appear on the transcript and cannot be sent by the Office of the University Registrar to any third party including graduate or professional schools.

Student Signature: _____ Date: _____

For Office Use Only

Date Processed: _____ Processed By: _____