

REQUEST FOR PASS GRADING OPTION

Students are strongly encouraged to discuss the pass grading option with their advisors prior to completing and submitting this form. This form may be submitted through the last day of final exams in the student's last term of enrollment prior to graduation.

STUDENT INFORMATION

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

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.

| Subject | Number | Semester/Year Taken | Course Title | Grade |
|---------|--------|---------------------|--------------|-------|
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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).
- Courses converted to the pass grading option may not be used to fulfill the requirements of a major, minor, or certificate of curricular study.
- Some professional and graduate schools insist that certain courses required of applicants be taken on a graded basis.
- 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.
- 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.

Student Signature: _____ Date: _____

For Office Use Only

Date Processed: _____ Processed By: _____