

Pass-Fail Option Form

For Juniors, Seniors, and non-degree students



Pass-Fail Policy

The primary purpose of the Pass-Fail Option is to afford juniors and seniors an opportunity to explore course work in areas outside of their regular degree requirements without the direct application of the normal letter grade scale to their grade point average. A course selected under the provisions of the Pass-Fail Option, as outlined below, is assigned a grade of **Pass (P)** if the student earns a final grade of D- or above. The student is assigned a **Fail (F)** if the student earns an E for the course.

1. Only juniors and seniors (full-time or part-time) and non-degree students are eligible to elect the Pass-Fail Option. Pass-Fail credit for non-degree students counts as general elective credit toward a degree program, if the student ultimately matriculates.
2. Students may request the Pass-Fail Option for no more than one course in any marking period, which includes any regular semester, or Summer Session. Students may take a maximum of four (4) courses (or 12 credit hours) on a Pass-Fail basis during their entire degree program.
3. Excluded as Pass-Fail Option courses are those in the following categories:
 - a. courses in the student's academic major or concentration,
 - b. professional education courses,
 - c. courses used to satisfy general education requirements in specific areas,
 - d. courses used to satisfy cognate requirements,
 - e. courses in the student's academic minor.
4. A student must have at least a 2.0 cumulative grade point average to apply for a Pass-Fail Option.
5. In terms of the provisions of the College Scholarship Standards, a Pass-Fail course is considered to be "completed course work." A grade of **Pass (P)** constitutes "satisfactorily completed course work" as defined by the College Scholarship Standards.
6. A student may file a Pass-Fail Option under advisement at final registration or during the official add period. No Pass-Fail Option request for semester (or quarter) courses are considered after the add deadline for semester (or quarter) courses. **No exceptions to deadline.**
7. The instructor of the course is not informed that the student has filed a Pass-Fail Option for the course. When the instructor submits a letter grade for the student, the registrar will convert it to a **Pass (P)** or **Fail (F)** grade.
8. A student who has fewer than 12 credit hours of grades computed in the grade point average for any semester is not eligible for the President's List or the Dean's List honors. A Pass-Fail course is not computed in the grade point average.
9. The Pass-Fail Option is voluntarily elected by the student, it will not be removed in response to a subsequent student request.

STUDENT ID
SEMESTER
FIRST NAME
LAST NAME
OSWEGO.EDU EMAIL
PHONE
MAJOR

Matriculated Junior or Senior student must meet the following requirements:

- Must have at least a 2.0 cumulative GPA
- Pass-Fail does NOT fulfill General Education requirements
- Pass-Fail does NOT fulfill major, minor, cognate or concentration requirements

COURSE INFORMATION:

CRN	CREDIT HOURS	
SUBJECT	COURSE #	SECTION #

Junior/Senior Pass-Fail Agreement:

By signing this form I am choosing to take the designated course on a Pass-Fail grading basis.

A student may file a Pass-Fail Option under advisement at final registration or during the official add period. No Pass-Fail Option request for semester (or quarter) courses are considered after the add deadline for semester (or quarter) courses. **No exceptions to deadline.**

I acknowledge that I have read and understand the requirements and consequences of taking a course on a Pass-Fail grading basis as detailed here from the college's undergraduate catalog.

► STUDENT SIGNATURE DATE

Return completed form to 301 Culkin Hall -or- fax to 315-312-3167

Registrar's Office Use Only

GPA ☐ YES ☐ NO

GEN ED ☐ YES ☐ NO

JR/SR/NON-MATRIC ☐ YES ☐ NO