



# PASS/FAIL REQUEST FORM

Registrar's Office  
PO Box 1002, Millersville, PA 17551  
717-871-5005  
registrar@millersville.edu

Last Name	First Name	Middle Initial	Student ID (M#)
Number of Credits passed (Minimum 60 to be eligible)	Degree/Major	Email Address	
Cumulative GPA, if below 2.8 instructor signature is required	Instructor signature for below 2.8	Date	Term (i.e. Spring 2021, Summer 1 2021, etc) Pass/Fail must be selected by the end of the first week (drop/add period) for a term. See academic calendar for deadlines.

**Course to be taken Pass/Fail:**

CRN	Subject	Course Number	Section	Course Title
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Instructor signature for 200 level	Date
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**Pass/Fail Policy:**

1. A student may enroll in no more than a total of two courses pass/fail. (excluding special exception made for Spring 2020 and Fall 2020 terms)
2. The student must pass 60 more credits before electing a course pass/fail.
3. **The student must have a minimum cumulative GPA of 2.80 or obtain permission of the instructor.**
4. **The pass/fail option is restricted to courses numbered 300 or above. However, a 200-level course may be taken pass/fail with the prior approval of the instructor. 100-level courses may not be taken pass/fail.**
5. Courses which may **not** be taken on a pass/fail basis are the following:
  - a. Courses taken to satisfy requirements in the major
  - b. Courses taken to satisfy required-related areas in the major
  - c. Professional Education requirements
  - d. Courses used to satisfy General Education requirements
  - e. Courses taken in the minor
6. Courses taken on a pass/fail basis will be counted toward the total hour requirement for graduation, but those courses which are passed will not be included in the GPA computation on which academic honors and academic standing are based. Courses **failed** under the pass/fail option **will** be included when computing the GPA.
7. The minimum grade a student must earn in order to be awarded a "pass" grade is "D-."
8. The option to take a course on a pass/fail basis may be exercised **until the end of the add period**. Having properly registered for a course on a pass/fail basis, a student still has the option to take a letter grade instead of a pass/fail grade provided that the decision to change is filed with the Registrar the week prior to final exams.
9. The pass/fail option is limited to students not on probation at the time of registration.

Registrar Office Use Only:

Approved	Denied
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Comments

Date reviewed