



Office of the Registrar
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CANCELATION OF THE PASS/FAIL OPTION

PASS/FAIL GRADING OPTION POLICY

At the time of initial registration for each semester (including the drop/add period), degree-seeking undergraduate or non-degree students may elect to take a course on the pass/fail basis with the approval of the faculty advisor.

- A. The pass/fail option may not be used for any University or departmentally required course. Students should see their advisors for approval of courses to be taken on the pass/fail basis.
- B. No course taken to fulfill General Studies requirements, other University requirements, or to fulfill the student's intended major may be taken on the pass/fail basis. The foreign language requirement may be taken on the pass/fail option.
- C. No more than six semester hours or two courses (whichever is greater in credit) per degree program curriculum may be taken on the pass/fail basis. A failed course taken on the pass/fail basis counts as part of the maximum six semester hours and is computed in the GPA. Students who student teach or enroll in courses graded only on a satisfactory/unsatisfactory (S/U) basis may enroll for an additional six semester hours on the pass/fail basis.
- D. Students may change from the pass/fail system in any course to the conventional letter grade system within the first 2/3 of the term. Exact deadline dates are posted by semester and term on the [Academic Calendar](#). Courses changed from the pass/fail grading system to the conventional letter grade system prior to the published deadline do not count as part of the six semester hours or two courses permitted to be taken on the pass/fail basis.
- E. Graduate students may not elect the pass/fail option.

UWF ID: 970 - - Semester: Fall Spring Summer Year: _____
(circle one)

Name: _____
(please print)

Daytime phone: _____ Email: _____

I originally registered for the following courses on a PASS/FAIL basis:

Reference #: _____ Course Prefix and #: _____ Credit hours: _____

I now cancel this option and elect the conventional letter grading system for this course.

(Student Signature)

(Date)

Processed:	
_____	_____
Initials	Date