Permission to Take a Course Pass/Fail

**Policy regarding taking graded courses on a pass/fail basis:** The Nicholas School discourages students from taking graded courses on a pass/fail basis. Students wishing to take a graded course pass/fail must discuss their interest with the instructor. If the instructor agrees to allow the student to take his/her course on a pass/fail basis the instructor must sign the form below. Students must be aware that graded courses taken on a pass/fail basis cannot be used to fulfill programmatic requirements nor will they count towards the minimum 48 credit hours required for the degree.

Note: You are responsible for making sure that you have adequate credits towards graduation and that you are meeting graduation requirements. Be aware that the pass/fail credits are included in the total number of credits for which you are registered even though they do not count towards credits for graduation. Therefore if taking a graded course pass/fail puts you over the 15 credit limit you must request permission for overload. An overload form may be obtained from Academic and Enrollment Services or at the advising website. Do not wait until the last day of drop/add to get permission for an overload or to try to arrange to take a course pass/fail.

**Instructions:** Print out this form and complete the information requested. Discuss your intention to take the course pass/fail with the instructor and obtain permission to register for the course as a pass/fail. You should register for the course and then submit this signed form to Academic and Enrollment Services. We will forward it to the registrar who will change your registration from graded to pass/fail.

The following student has discussed his/her intention to take my course on a pass/fail basis and I grant my permission for such registration for:

**Student Name:** ____________________________

**Student ID:** __________ (see ACES for Student ID)

**Course Title:** ____________________________

**Course Number:** ______  **Section:** ______  **Class Number:** ______ (4-digit code in parenthesis)

**Term/Year:**  Fall _____  Spring _____  20 _____

**Instructor’s Name:** ____________________________  (print)

**Instructor’s Signature:** ____________________________

**Assistant Dean’s Signature:** ____________________________  (Academic & Enrollment Srvcs. Office)

I have read and familiarized myself with the policy regarding taking a course on the pass/fail grading basis. I understand by changing the grading basis of this course to pass/fail that I may not use this course to count towards credits for graduation. The student must indicate their understanding of the policy regarding taking a course on the pass/fail basis by signing below.

**Student’s Signature:** ____________________________  **Date:** __________

**FOR OFFICE USE ONLY**
Date the Registrar’s Office was notified: ______________________  Staff: __________