WHEELOCK COLLEGE

Office of Academic Records and Registration

UNDERGRADUATE PASS/FAIL OPTION

Each semester, an undergraduate student may elect a total of 4 credit hours to be taken under the Pass/Fail option. During a four-year course of study, no more than 32 credit hours may be taken under this option, though the restriction does not apply to courses offered only on a Pass/Fail basis, such as practica and fieldwork.

A grade of "P" (Pass) does not affect a student's cumulative grade-point average, but a failing grade of "F" (Fail), whether it is awarded under the letter grade system or the Pass/Fail option, is computed in the cumulative grade-point average.

The following restrictions apply to the election of the Pass/Fail option:

- Students must receive letter grades in courses that they select to fulfill General Education requirements or in their majors and professional concentrations, excluding practica.
- Only one course in a student's minor may be taken under the Pass/Fail option.
- Students on probation must take all courses (except courses offered only on a Pass/Fail basis) for letter grades.

_____	_____	_____
Student's Name	*ID number*	*Semester/Year*

I choose to take the following course under the Pass/Fail Option:

_____	_____	_____
Course number and section	*Title*	*Instructor*

For full-semester courses, students must declare their choices of the Pass/Fail option before the 4th class meeting. For 7-week courses, the Pass/Fail option must be declared before the 2nd class meeting. After these deadlines, neither students nor instructors may change the grading election.

This form must be returned to the Office of Academic Records and Registration *by the deadline* and will be retained in the Student File.

_____ _____
Student's Signature Date

_____ _____
Instructor's Signature Date

_____ _____
Assistant Registrar's Signature Date

Please return this form with appropriate signatures in person to Academic Records and Registration, ACW 1st floor or by mail at 200 The Riverway, Boston, MA 02215

Rev 1/26/2010