

## Request to Change Course to Pass/Fail or A-F

Student ID No:	Major:
Last Name:	First Name:
VT Email:	Cell Phone Number:
Academic Level:    FR    SO    JR    SR	
Term (Circle):    Fall    Spring    Summer I    Summer II	
Year:	
How many hours have you taken pass/fail in previous semesters?	

**Pass/Fail Regulations (see the current Undergraduate Catalog):**

It is the student's responsibility to read and understand the guidelines for use of P/F credit.

1. The P/F grading option is available to all undergraduates who have completed a minimum of 30 credit hours at Virginia Tech and have a cumulative GPA of 2.0 or above. These restrictions do not apply to courses that are only offered P/F.
2. **No required course or course used for the Curriculum for Liberal Education may be taken on a "P/F" basis (unless only offered P/F).**
3. Under the pass/fail system students are allowed to receive credit for twelve (12) credit hours in their degree program on a pass/fail basis exclusive of courses only offered pass/fail.
4. Courses offered pass/fail only are not included in the twelve total hours allowable under the pass/fail system.
5. Additional degree programs may not be used to increase the number of pass/fail credits that a student is permitted to use toward any degree.
6. No more than two courses per term may be taken P/F, excluding physical education activity courses and courses offered on a P/F only basis.
7. Under the P/F grading system, a "P" is granted for earning a "D" or better in the course; otherwise, an "F" is given. A "D-" is a failing grade under the P/F option.
8. The "P" or "F" is recorded on the student's transcript and credit is given if the course is passed.
9. If the course is failed, the "F" is considered equivalent to an "F" received under the "A-F" grading system and is included in the calculation of the grade point average (GPA).
10. Once credit is received for a course taken under the P/F system, the course cannot be repeated under the "A-F" grading system.
11. **Any course to be taken under the P/F option should be designated as such upon request for the course.**
12. The student may change grading options to P/F until the drop deadline and to A-F until the deadline for resigning without penalty. See the University Registrar's website for these dates.

Course(s) Requested to Change Grade Mode:						
Department	Course Number	CRN	Course Title	Credit Hours	Change to P/F	Change to A-F

*I have read and understand the pass/fail regulations as stated in the current Undergraduate Catalog and request this change.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*CLAHS Associate Dean of Undergraduate Academic Affairs (238 Wallace Hall)*

Office Use Only:

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_