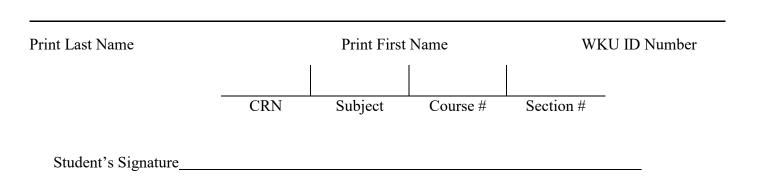# Pass/Fail Grading Option: Student-Initiated Option

The Pass/Fail option encourages undergraduate students to take courses they might otherwise avoid because of lack of background or concern for lowering their grade point average (GPA). It allows students to experiment in academic disciplines without the same grading pressures incurred as in their major area of study. When undergraduates choose this option, they must adhere to the course syllabus the same way as students enrolled for a letter grade. For this reason, this policy can contribute substantially to a student's breadth of experience at WKU.

Note: Not all undergraduate courses are approved to be taken Pass/Fail. Graduate-level courses (400G-499G, 500 or higher) may not be taken under the Pass/Fail option.

1. Taking courses under the Pass/Fail student-initiated option is subject to the following restrictions:

   A. The student must complete the appropriate Pass/Fail form by the deadline published in the registration guide.
   B. The form can be completed at the time of registration but not later than the last day to withdraw for a class for that semester/term as listed in the appropriate registration guide.
   C. The choice to receive a traditional letter grade or a Pass/Fail grade cannot be changed after the last day to withdraw from a course except by withdrawal or by repeating the course.
   D. A student may not repeat a course on a Pass/Fail basis in order to replace a previously earned letter grade of A through F.
   E. The student must be an undergraduate student (degree seeking or non-degree seeking). Dual credit students are excluded from this policy.
   F. Courses taken Pass/Fail must be elective in nature or part of the Colonnade Connections categories and cannot be used to fulfill specific major, minor, or certificate requirements or a prerequisite requirement for admission to a degree program. If a student changes their major/minor after taking and passing the course, they may request a retroactive change to a letter grade from the department head/chair of the program in which the course is housed.
   G. No more than 9 credit hours toward graduation may be completed through the student-initiated Pass/Fail.
   H. The grade of P will not be computed in the GPA but the credit hours associated with the course will be counted as credit hours earned and will count toward graduation under the restrictions previously mentioned.
   I. The grade of F will be computed in the student's GPA as hours attempted.

2. Under the student-initiated Pass/Fail policy, the instructor will not know whether an individual is taking the course for a traditional letter grade or Pass/Fail. When the semester ends, the instructor will submit traditional letter grades for all students. For those students taking the course as Pass/Fail, grades will be converted by the registrar's office.

Print Last Name   Print First Name   WKU ID Number

| CRN | Subject | Course # | Section # |

Student's Signature _____

Please return form to the Office of the Registrar via email at registrar@wku.edu or to Potter Hall, Room 216.