

Pass/Fail or Audit Option

Name _____ Student Number _____
Major _____ Minor _____ Semester _____ Year _____

Dept. _____ Dept. # _____ Section _____ Course Title _____ Professor _____

I hereby request to exercise the Pass/Fail or Audit option of changing my final grade to:
_____ Pass/Fail _____ Audit

NOTE AN "F" IN A PASS/FAIL COURSE IS THE SAME AS AN "F" IN A GRADED COURSE.

1. The course may not be part of the student's major or minor requirements unless the student changes to audit and subsequently takes the course.
2. The Pass/Fail or Audit option shall be limited to one course during any one semester.
3. A student may change no more than four (4) courses while at Judson.
4. The completed form must be submitted to the Vice President and Dean of the Faculty after mid-term grade deadline but one week before the final examination or project date.
5. The absence policy shall apply. Should a student exceed the absence limit, the grade of P would become an F.
6. The Pass/Fail or Audit option cannot be exercised after the final examination or project.
7. Pass/Fail or Audit courses shall be subject to the same fees as regular courses and shall be considered a part of the student's approved semester load.
8. The Audit option cannot be exercised if the action reduces the total semester credits below twelve (12) hours during a regular semester or six (6) hours during short term.
9. Pass/Fail or Audit Policy cannot be used by MMI cadets in courses taught on the Judson campus.

Signed _____
Dated _____

Approved _____
Vice President and Dean of the Faculty

Cc: Student
President
Registrar
File

Revised 8/01