

# METHODIST THEOLOGICAL SCHOOL

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IN OHIO

## Office of the Registrar

### Application for Pass/Fail Grading

Date \_\_\_\_\_ Term/Year \_\_\_\_\_

Name \_\_\_\_\_

Course Number/Title \_\_\_\_\_

Advisor  
Signature \_\_\_\_\_

**PLEASE NOTE: The decision to receive pass/fail grading is binding and cannot be reversed later in the term.**

Students have the first two weeks of each Fall or Spring Semester, or the first two sessions of an intensive course, to decide if they wish to take a course on a pass/fail basis.

This form must be signed by the student's academic advisor and submitted to the Office of the Registrar. (Pass/Fail status can also be declared on the registration form now.)

To receive a grade of "pass" the student must do at least the equivalent of "C-" work in the letter grade system. A grade of "F" will be submitted if the work would earn a letter grade of "D+ " or lower. It is the student's responsibility to know which courses can or cannot be taken pass/fail. Please read the pass/fail policy on the back of this form or check with the Office of the Registrar for more information.

## Policies Governing the Pass/Fail Grading Option

Within certain limits, a student may complete up to nine credit hours at MTSO on a pass/fail basis, rather than for a letter grade (A,B,C,D,F). All students seeking ordination are encouraged to check with their annual conferences before exercising the pass/fail option in any courses, since they may have additional limitations on pass/fail courses to those prescribed by MTSO.

1. The following courses may not be taken on a pass/fail basis:

CE-101	DS-365	HM-300	ME-173
CH-125	DS-370	ME-162	NT-2XX*
CH-235	FE-475	ME-163	PC-100
CT-149	HB-110	ME-170	PT-100
DS-360	HB-2XX*	ME-171	WM-100

\*Any 200-level HB or NT course.

2. The decision to exercise this option must be made before the end of the second week of the course, by completing the "Application for Pass/Fail Credit." The deadline for pass/fail applications in weekend courses is prior to the second weekend; for intensive courses, the deadline is by the end of the second class day. The application is available from the Office of the Registrar or on the MTSO website. The form must be signed by the student's academic advisor and returned to the Office of the Registrar. Requests to change to pass/fail grading in a course received after the deadline for these requests will not be accepted.

3. When exercising the pass/fail option, to receive a grade of "pass" the student must do at least the equivalent of "C-" work in the course. (E.g., if the student opts for pass/fail grading and his or her performance in the course would have earned a "D+" grade -- and would have earned the student credit for the course within the letter grade system -- the student will fail the course and will not receive credit.)

4. Courses that are designated in the MTSO Academic Catalog description as "offered on a pass/fail basis" do not reduce the number of pass/fail hours or options available to a student.

5. A grade of "pass" will earn credit for a student, but does not affect the student's cumulative grade point average. A grade of "fail" in a pass/fail class is calculated as an "F" in calculating the cumulative grade point average.