

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. There are two ways to declare pass/fail status on a course.

1. Students must email their advisor for permission with a copy to academicaffairs@mtso.edu. If the advisor approves, they can reply all and Academic Affairs will process the pass/fail request.
2. Students can have their advisor sign the back of this form and the student can return it to the Academic Affairs office.

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 below.

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-501	DS-670	HM-600	ME-680
CH-501	ES-500	ME-570	NT-510
CT-549	ES-501	ME-580	PC-500
DS-660	FE-850	ME-590	PT-500
DS-665	HB-510	ME-670	WO-500

PASS/FAIL REQUEST

Name of student: _____

Term: _____ Course name/number: _____

By signing this, I agree that I understand the pass/fail policy as outlined on both pages of this document.

Student signature: _____

Advisor approval: _____

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(Policy continued from other side)

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 Academic Affairs or on the MTSO website. The form must be signed by the student's academic advisor and returned to the Office of the Academic Affairs. 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.

Please obtain all necessary signatures and return this form to Academic Affairs (W-121) or academicaffairs@mtso.edu

Office of Academic Affairs
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