

**Westfield State College**

**Division of Graduate & Continuing Education**

**PERMISSION FOR PASS/FAIL GRADE FORM**

Pass/Fail Policy for Elective Courses

The intent of the policy is to encourage students with 60 or more credits to take elective courses outside of the major department without concern for lowering their G.P.A

1. No course in the major (home) department or any required courses outside the major department may be taken on a P/F basis. Only elective courses above the 100-level are eligible for the P/F option.
2. No course eligible for common core credit may be elected for the option.
3. Only students with 60 or more credits are eligible for the option.
4. No more than two course above the 100-level, not to exceed 8 credits, may be taken on a P/F basis.
5. Eligible students may apply for P/F status with Continuing Education no later than the midpoint of the course (as published in the course bulletin).
6. Faculty must submit a letter grade for each student in the course, thereby making the faculty member "blind" to which students are opting for the P/F status. The Continuing Education Office will convert the student's grade to a P/F on the transcript.
7. Once the P/F option is selected, the choice is binding.
8. Both the P and the F will be noted on the transcript, but neither will affect the students's cumulative average.

I have read and understand the above policy. I request to receive Pass/Fail grade for the following:

Course Number and Title: \_\_\_\_\_

Student Name \_\_\_\_\_ SID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Quandt, Academic Advising