

**THE SAGE COLLEGES PASS/FAIL REQUEST
(UNDERGRADUATES)**

ID# _____ TERM _____

NAME _____ DATE _____

PHONE _____

COURSE:

Dept	Catalog #	Section	Title
-------------	------------------	----------------	--------------

I would like the P/F grade if my final letter grade is lower than

TERMS AND CONDITIONS FOR PASS/FAIL

1. The course **CANNOT** be (a):
 - a. major or minor requirement
 - b. required support course in a major program
 - c. ENG 101, ENG 220, HUM 112, WLD 120 or WLD 420
 - d. course that is being repeated (unless it was taken P/F the first time)
2. Election for P/F may be made up to the 10th week of the course.
3. When a student withdraws from a course within the normal period for such withdrawal, it will not count toward the P/F maximum. **The maximum number of courses taken P/F is one for every 30 credits earned at the college. i.e. Freshman at Sage may take up to 4 courses P/F; transfer students coming in with 60 credits may take up to 2 courses P/F.
4. When registering for a P/F course, students may choose to have a letter grade recorded under certain specified conditions by filling out the appropriate section of the P/F form. The student must complete this section at the time of registration. Note: Courses taken for a letter grade or are failed under this option still count as courses taken P/F.
5. To be considered for Dean's List in a given regular time, a student must take a minimum of twelve credit hours on a letter-graded basis during that term.

**I AGREE TO THE TERMS AND CONDITIONS STATED ABOVE
FOR THE PASS/FAIL OPTION**

Student's signature

Date