

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Pass/Fail Grades (number AP1104)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Created: 12/14/10 (approved by Faculty Senate); 1/4/11 (approved by the Interim Chancellor)  
Date Revised: 10/6/2022 (Registrar's Office); 11/15/2022 (Faculty Senate)

## I. Background and Purpose

- 1.1 Current policy requires students to submit a petition if they wish to change from letter grading to pass/fail grading (for those courses allowed) after a date specified in the academic calendar.
- 1.2 These petitions are usually approved by the Credits Committee, so the Credits Committee questions why these petitions are needed.

**II. Students** should be aware that it may be difficult to transfer P/F graded courses to other institutions of higher education. For example, entry requirements of graduate schools and professional program may specify minimum earned grade on undergraduate coursework that is higher than a Pass grade. Advisors can provide information to help students during the decision-making process.

## III. Constraints

- 2.1 There are no constraints

## IV. Definitions

- 3.1 P = Pass Grade which counts toward credits earned but does not carry grade points and therefore is not used when computing grade point average. Credits graded with a P grade cannot be used when calculating credits required to qualify for Dean's List honors.
- 3.2 A passing grade is any grade of D- or higher
- 3.3 F= Fail Grade which does count in credits earned and does count in grade point average calculation.

## V. Policy Statements

- 5.1 Students are allowed a total of 15 elective Pass/Fail (P/F) credits to be included in the 120 for degree completion.
- 5.2 Specific courses, identified by the various departments and in the student's major, may not be taken P/F. Degree-seeking students cannot take COMM 110, WRIT 102 and WRIT 209 as P/F. Students in Business and Economics programs, and other students who wish to enroll in 300- or 400-level Business or Economics courses, may not include courses taken as P/F as pre-requisites. Details are specified in the Business and Economics section of this catalog.
- 5.3 Students who choose the P/F grading option should do so upon enrollment in a course, but they are allowed to change to P/F grading up through the tenth day of Fall or Spring term (or the last day to drop/add for Summer Term or JTerm courses).
- 5.4 Students who wish to change to P/F grading after the tenth day of term may do so WITH the approving signature of the course instructor and advisor (primary or secondary) or chair of student's major department on a Pass/Fail Request form obtained from the Registrar's Office website ([www.uwsuper.edu/registrar](http://www.uwsuper.edu/registrar)).
- 5.5 Submit the completed Pass/Fail grade request form to the Registrar's Office for processing, deadline schedules listed below: You can also find the due dates on the Academic Calendar (insert link here)  
*Fall/Spring (16-week) Session one week prior to the start of Final Exams Week*  
*J-Term three days prior to the last day of class*  
*All other sessions (e.g., lasting fewer than 16 weeks) one week prior to the last day of that sessions term.*

## VI. Policy Procedures

- 6.1 **Before the last day to drop classes:** Students who wish to earn a P/F grade for a course should declare this within the first 10 days of a term, or before the last day to drop/add classes for J-Term and Summer College courses.
- 6.2 **After the last day to drop classes:** Students who wish to earn a P/F grade for a course, but fail to declare so within the first 10 days of a term, must complete a Pass/Fail Grade Request form available from the Registrar's

Office. The form must have approving signatures from the course instructor and advisor (primary or secondary) or chair of student's major department.

- 6.3 Students then submit the completed, signed Pass/Fail Grade Request form to the Registrar's office by the date listed on the academic calendar for processing.
- 6.4 Registrar's office changes the grading to P/F for the requested course.
- 6.5 Registrar's office informs the student and faculty member this change has been made via email.

## **VII. Compliance**

- 7.1 Approved by UAAC (12/7/10), Faculty Senate (12/14/10) and Chancellor Markwood (1/4/11)
- 7.2 No consequences
- 7.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.
- 7.4 Revised by Registrar's Office 10/6/2022, approved by UAAC (10/11/2022), Faculty Senate (11/15/2022), Chancellor (\_\_\_\_\_)

## **VIII. Attachments**

- 8.1 See the Pass/Fail Grade Request Form attached

## PASS/FAIL GRADE REQUEST FORM

<b>Last Name</b>	<b>First Name</b>	<b>M. I.</b>	<b>Student ID #</b>	
<b>Term</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Term <input type="checkbox"/> JTerm			<b>Year</b>	
<b>Major(s)</b>			<b>Minor(s)</b>	
<b>I would like to enroll in the course below on a Pass/Fail basis.</b>				
<b>Department of Course</b>	<b>Course No.</b>	<b>Section No.</b>	<b>4-digit course No.</b>	<b>Course Title:</b>

1. NOTE: Not all departments accept PASS/FAIL for courses. Please check with the department.
2. Students who plan to transfer to another college or university are advised to check with that institution to determine if courses taken at UW-Superior as Pass/Fail will be accepted as transfer credits.
3. A grade of Pass is not to be used in calculating a student's cumulative grade point average (GPA). However, a grade of Fail **IS** used in calculating GPA; resulting in a lower term and cumulative GPA.
4. Credits for courses graded with Pass grade do not figure into the required number of credits to earn Dean's List honors.
5. Students may not repeat classes graded with a Pass for a letter grade.
6. Students who receive a grade of Fail may repeat the course as Pass/Fail or as a regular letter grade.
7. Students may not enroll on a Pass/Fail basis in more than one course per semester.
8. Students who are enrolled in a compulsory Pass/Fail course are eligible to take one elective Pass/Fail course.
9. Students can count a total of 15 semester credits graded Pass/Fail toward the 120 credits required for graduation.
10. Degree-seeking students may NOT enroll in COMM 110 on a Pass/Fail basis.
11. Students may not enroll in a Pass/Fail course in their major. However, if a student changes their major, the student can submit a petition to the Credits and Reinstatement Committee, with the approval of the department chair of the new major, requesting up to two courses (taken as Pass/Fail) to count toward the new major.
12. Students in Business and Economics programs, and other students who wish to enroll in 300- or 400-level Business or Economics courses, may not include courses taken as Pass/Fail as pre-requisites
13. Students who wish to change to Pass/Fail grading after the tenth day of term, may do so WITH the signed approval by the instructor and the department chair (of the department that houses the course) on this form.
14. Submit the completed Pass/Fail grade request form to the Registrar's Office for processing, deadline schedules listed below, dates available on the Academic Calendar ([insert link here](#)); *Fall/Spring Session one week prior to the start of Final Exam Week; Summer Session one week prior to the last day of full session classes; J-Term three days prior to the last day of session classes; All other sessions one week prior to the last day of that session's scheduled classes.*
15. A student may not receive a grade change, repeat or transfer in any course that was approved and received a Pass/Fail grade.

I have read the above statements and agree to adhere to the rules governing Pass/Fail grading.

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

\_\_\_\_\_  
 Date

<b>Last Name</b>	<b>First Name</b>	<b>M. I.</b>	<b>Student ID #</b>
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\_\_\_\_\_  
**Instructor's Signature**  
 (required through 10<sup>th</sup> day of term)

\_\_\_\_\_  
**Instructor's Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Chair's Signature**  
 (required 10<sup>th</sup> day of term until day before finals)

\_\_\_\_\_  
**Department Chair's Printed Name**

\_\_\_\_\_  
**Date**

This document becomes a part of the student's permanent file record

Revised 01/03/2011