



**Instructions:**  
Students: After consulting with your advisor/program department about the appropriateness of Pass/Fail grades, complete the form. Email to [registrar@mc.edu](mailto:registrar@mc.edu) through your MC email account.

Additionally, student athletes need to consult with MC's NCAA Compliance Office. International students need to consult with the Office of Global Education.

**Request Pass/Fail Grade Option**

**Step 1: Student Information**

Student Name \_\_\_\_\_

MC ID \_\_\_\_\_

Major/Program \_\_\_\_\_

Advisor \_\_\_\_\_

Phone \_\_\_\_\_

**Step 2: Pass/Fail FAQ**

Before proceeding, be certain to review the Pass/Fail Grading FAQ here: <https://www.mc.edu/keep-learning/help/pass-fail-option>.

**Step 3: Course Information** Indicate below any changes you wish to make to your completed course(s). Submit a form for each course you would like to change to the Pass/Fail option. List the course CRN, Course Number, Section Number, Title and grade earned. Initial by your selection for your course in the last column. To revert back to the grade earned submit a new form for the course and initial by the correct option below.

CRN	Course Number	Section Number	Title	Grade Earned	Initial by ONE option below
					<input type="checkbox"/> Change grade earned to Pass/Fail <input type="checkbox"/> Change Pass/Fail to grade earned

**Step 4: Acknowledgements** Initial by each statement below indicating you have read and understand each statement. If a statement does not apply to your initial in the second column that indicates you've read the statement but it does not apply to you. You will only apply your initial to one column.

Student Initials indicating the statement has been read, understood and does apply.	Student initials indicating the statement has been read but does not apply	
		I have read the Pass/Fail Grade option FAQs for students at <a href="https://www.mc.edu/keep-learning/help/pass-fail-option">https://www.mc.edu/keep-learning/help/pass-fail-option</a> .
		I have consulted with my advisor/Program department. I understand and accept full responsibility for how shifting to Pass/Fail can impact my educational goals.
		I am in a program leading to licensure and have consulted my advisor/Department as to how shifting to Pass/Fail can impact my license.
		I am considering applying to a graduate or professional program. I have checked with the admissions offices for future schools I am considering to determine how pass/fail grades will be considered in the application process.
		I am a NCAA student athlete and I have consulted with MC's Athletic Compliance Office.
		I am an international student and I have consulted with MC's Global Education Office.

**Step 5: Signature**

Student \_\_\_\_\_ Date \_\_\_\_\_