

COLLEGE OF SCIENCE
REQUEST TO CHANGE COURSE TO PASS/FAIL



or
REQUEST TO CHANGE COURSE TO A-F GRADING OPTION

Review the deadlines at <https://www.registrar.vt.edu/dates-deadlines/academic-calendar.html>

Email the document to registrar@vt.edu

Requirements to Change Your Course to the Pass/Fail (P/F) Grading Option	
Available to all undergraduate students who have COMPLETED a minimum of 30 credit hours at Virginia Tech	Students may take up to 12 credits hours of coursework as Pass/Fail, excluding courses that are only offered as Pass/Fail
Have an overall GPA of 2.00 or above	No required course(s) used for Pathways to General Education, major or minor may be taken on a Pass/Fail basis <i>(unless the course is only offered Pass/Fail)</i>
Only two (2) courses per semester may be taken as Pass/Fail, excluding courses offered only as Pass/Fail	Under the Pass/Fail grading option, a “P” is granted for earning a “D” or better in the course; otherwise an “F” is given for earning a grade of “D-” or lower. Passing grades are not calculated in the GPA, whereas a failing grade is calculated in the GPA
Courses can be changed to Pass/Fail no later than the drop deadline without grade penalty and to A-F grading option by the last day to resign without grade penalty deadline <i>(review the academic calendar)</i>	Once credit is received for a course taken under the Pass/Fail grading option, the course cannot be repeated under the “A-F” grading option

First Initial & Last Name _____ Last 4 Digits of Student ID _____ VT Email _____

Major(s) _____ overall GPA _____ Credits Earned at VT _____

Term: Fall Winter Spring Summer Year _____

Course(s) Requested to Change Grade Mode			
CRN	Course Information	Credits	Select Grading Option by Appropriate Deadline
<i>EX: 11541</i>	<i>BIOL 1014</i>	<i>3</i>	

I have read and understand the pass/fail regulations as stated in the current Undergraduate Catalog and request this change.

STUDENT SIGNATURE DATE

Submit the completed form to the Office of the University Registrar via email to registrar@vt.edu