

Pamplin College of Business
Request to Change a Course to Pass/Fail
Or Back to A-F



Name: _____		Student Number _____	
Phone Number : _____	E-Mail: _____	Major: _____	
Dept. and Course No.: _____	CRN: _____	GPA: _____	Hours Earned: _____
CHECK ONE: Change to P/F _____ or to A-F _____ (check one)			
Student's Signature _____		Date _____	

PASS/FAIL POLICY

A limited pass/fail (P/F) grading system is available to encourage students to enrich their academic programs and explore more challenging courses outside their majors, without the pressures and demands of the regular grading system. The P/F grading option is available to all undergraduates who have completed a minimum of 30 credit hours at Virginia Tech and have a cumulative GPA of 2.0 or above. These restrictions do not apply to courses that are only offered P/F. **No required course or course used for the Curriculum for Liberal Education may be taken on a "P/F" basis (unless only offered on a P/F basis).**

Under the pass/fail system students are allowed to take ten percent of the total number of credits required in their degree program on a pass/fail basis. The number of credits allowed under the pass/fail system is based on the course work completed at Virginia Tech. Since the ten percent limit for pass/fail courses is based on work completed at Virginia Tech, transfer credit may not be used in establishing these limits. The number of pass/fail credits allowed is based on the number of credits required by the student's first degree program, only. Additional degree programs may not be used to increase the number of pass/fail credits that a student is permitted to use toward any degree. No more than two courses per term may be taken P/F, excluding physical education activity courses and required courses offered on a P/F basis only.

Under the P/F grading system, a "P" is granted for earning a "D" or better in the course; otherwise, an "F" is given. A "D-" is a failing grade under the P/F option. The "P" or "F" is recorded on the student's transcript and credit is given if the course is passed. If the course is failed, the "F" is considered equivalent to an "F" received under the "A-F" grading system and is included in calculation of the GPA. Once credit is received for a course taken under the P/F system, the course cannot be repeated under the "A-F" grading system.

Any course to be taken under the P/F option should be designated as such upon request for the course. The student may change grading options to P/F until the drop deadline and to A-F until the deadline for resigning without penalty.

OFFICE USE ONLY

Date Processed _____ Date Notified _____ Initials _____