

Office of the Registrar

The purpose of this form is to change the grading basis for the class(es) listed below from a standard graded option (A, B, C, D, F) to the A/Pass/Fail option. Please list **ONLY** those courses you want to have the grading basis moved from standard letter grading to the A/Pass/Fail option.

Student Name: _____ WID: _____

Course Term: _____ **Please include all class numbers for courses with nongraded components such as lab, recitations**

Course Number	Credits	Class Number (5-digit)	Course Title/Name

"Pass" grades will not be included in any GPA calculations (either cumulative or term) or in determinations of undergraduate Honors and of academic standing. "A" and "F" grades, however, will be included in GPA calculations and with respect to the policies concerning GPA requirements.

A/Pass/Fail Policy {[University Handbook, F91-F93](#)}:

Under the A/Pass/F option, students earning a grade of A in a course will have an A recorded on the transcript for that course. For undergraduate students a grade of B, C, or D will be recorded as Pass; a grade of F will be recorded as fail. For graduate students a grade of B or C will be recorded as Pass; a grade of D or F will be recorded as a fail.

Student Signature: _____ Date: _____

Please print & sign if possible, otherwise, we ask that in lieu of your physical signature that you send the completed/saved form back from your K-State email which will act as your authorized signature.

Sign and email form from your K-State email to your Academic Advisor/Major Professor for review and submission.

Your Academic Advisor/Major Professor will be required to email the form to the Office of the Registrar for processing.

Undergraduate Students – Academic Advisor Signature is required:

The signature below indicates I have explained to the student the implications of choosing the 'A'/Pass/Fail grading basis.

Academic Advisor Name: _____
(printed)

Academic Advisor Signature: _____ Date: _____

Graduate Students – Advisor/Major Professor and Program Director Signatures are required:

The signature below indicates I have explained to the student the implications of choosing the 'A'/Pass/Fail grading basis.

Advisor/Major Professor Name: _____
(printed)

Advisor/Major Professor Signature: _____ Date: _____

Program Director Name: _____
(printed)

Program Director Signature: _____ Date: _____