Undergraduate Pass/Fail Request

Please return to:
The Office of Academic Services
215 Peabody Administration Building
Phone: (615) 322-8400
Hours: Monday-Friday 7:30am-4:30 pm
Web: peabody.vanderbilt.edu/admin-offices/oas/index.php

Student Information (PRINT CLEARLY; all fields required):
Full Name: ___________________________________________ Student ID # (e.g. 000162030) __________________________
Classification: Freshman____ Sophomore____ Junior____ Senior____
Anticipated Date of Graduation: Aug____ Dec____ May____ (year) 20____
Major: _________________________ Major Track(s), if applicable: __________________________
Email Address: _____________________________@vanderbilt.edu

Peabody College Pass/Fail Policy:

Students may elect to take courses in which they can receive the grade P (Pass). This grade is entered for the student enrolled under the P/F option who is awarded a grade of D- or higher. The grade P is neither counted in the grade point average nor used in the determination of honors. A failing grade will appear on the student record as F and will be counted in the student’s grade point average. The following regulations apply to pass/fail.

*** Please initial next to each bullet point to indicate that you have read each carefully: ***

_____ Students must have completed two full semesters at Vanderbilt before being eligible to take a course pass/fail.

_____ Students must be in good academic standing.

_____ Students may elect to take no more than one course per semester pass/fail.*

_____ Students must maintain registration for at least twelve hours in addition to the course they are taking or planning to take on a pass/fail basis or the pass/fail notation is removed.

_____ Students may elect to take no more than three (3) courses pass/fail during their undergraduate career.*

_____ No more than one course from any liberal core area may be taken pass/fail.

_____ Liberal Education Core Courses that have been specifically identified by the student’s primary major as needing to be taken on a graded basis may not be taken pass/fail. By program, these courses are:
- **Human and Organizational Development**: Courses taken to satisfy the 3-hour Liberal Core Economic requirement (i.e., Econ 1010, 1020, HOD 2260);
- **Child Development, Child Studies, and Cognitive Studies**: Courses taken to satisfy the 3-hour Liberal Core Statistics requirement (i.e., ECON 1500, PSY-PC 2110, PSY 2100).
- **Special Education**: PSY-PC 1250, PSY-PC 2600, EDUC 1220, SPED 1210, SPED 2120, SPED 2160, SPED 2430, SPED 3348.
- **Early Childhood Education**: ENED 2430, EDUC 3750, ENED 2100, MTED 2100, PSY-PC 1250, SSED 2100.
- **Elementary Education**: ENED 2430, EDUC 3750, ENED 2200, MTED 2200, SCED 2200, PSY-PC 1250.
- **Secondary Education**: PSY-PC 2550.
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___ Any course within a student’s major(s) or minor(s) may **NOT** be taken pass/fail, even if the student is not using the course to fulfill a major/minor requirement.

___ Pass/fail must be requested on this form and submitted to the Peabody Office of Academic Services. Requests to change a course to pass/fail after the last day to add a course will not be approved.

___ Students enrolled in a course pass/fail may elect to change back to a graded status by the published deadline (available on the Undergraduate Academic Calendar).

___ When a student wishes to complete a major or minor in a field in which a grade of P has been received, the registrar converts this grade to the regular grade originally earned.

*NOTE: Courses that are only offered on a pass/fail basis by the University (e.g., certain field-experience courses) are not counted against the number of courses that a student may voluntarily elect to take on a pass/fail basis, either within or across semesters.

Seniors who have met all other criteria may declare a course pass/fail with fewer than twelve additional hours. This must take place senior year during the fall or spring in which they are not completing student teaching or the HOD Internship. This applies to only one semester of the student’s senior year.

All students with fewer then twelve graded hours are not eligible for the Dean's List.

**I meet the above policy conditions & request to take**

__________________________

(course title, number, and section)

* in a pass/fail status.

By signing below, you acknowledge that you have read and completely understand the above policy, and that your course will be changed back to a graded status at any point during the semester (along with notification by the Office of Academic Services) should it be discovered that you do not meet one or more of the above policy conditions.

______________________________________________________________________________

Student’s Name & Signature ____________________________ Date __________

OAS Use Only

______________________________________________________________________________

OAS Signature ____________________________ Date __________