

NORTHWEST PASS AND FAIL GUIDELINES FOR STUDY ABROAD STUDENTS REGISTRAR'S OFFICE

The primary purpose of the pass/fail options is to encourage students to attempt courses in areas outside their major or minor area which would not ordinarily be attempted because of lack of background. This option is made available so that students will feel free to broaden their educational experiences somewhat without fear of a poor grade affecting their grade point averages.

A. ELIGIBILITY

To be eligible to use pass/fail privilege the student must:

1. Complete one term as a full-time student at Northwest.
2. Have a Northwest cumulative grade point average of at least 2.00 at the time of registration.

B. PROCEDURE FOR ENROLLMENT, RECORDING AND EVALUATION

1. Courses to be taken on pass/fail must be so designated within the first 30 days of instruction of a trimester. The student is to file a request for pass/fail grading in the Registrar's Office. **Study Abroad participants must know prior departure the course for which they are requesting pas/fail. If the course would change upon student's arrival, the student must contact the Registrar's in order to request a revision of the course requested as pass/fail. This within the same timeline described on No. 1 above.**
2. Lecture/lab courses are considered as one unit.
3. Grades of "F" shall receive the same negative honor points as a regular "F".
4. Grades of "P" are not computed in the grade point average.

C. LIMITATIONS OF USE OF PAS/FAIL

1. Pass/fail may be used for a maximum of nine hours. Students transferring pass/fail hours to Northwest shall have those pass/fail hours counted toward their total pass/fail hours.
2. Pass/fail may not be used for any course:
 - a) In the student's major or minor requirements.
 - b) To meet a General Education Requirement.
 - c) Required for language requirement on a B.A. degree.
 - d) Required for teacher certification or any pre-professional requirement.
3. Pass/fail cannot be used for graduate-level courses.
4. Pass/fail cannot be used to supersede.
5. The University, its faculty and administrators, will be under no obligation other than those regulated by law to release information regarding the grade originally earned by the student.
6. All courses are used to meet a free elective, or any hours taken above the minimum required for graduation and not prohibited by No. 2 above, can be placed on pass/fail.
7. **The grade completion process remains the same for Study Abroad participants. The Study Abroad Office will report the grades earned at host institutions as A, B, C, D, or F. The Registrar's Office will do the conversion into pass/fail.**
8. **Once a requested, the pass/fail option is not reversal.**

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

D. REGISTRAR'S OFFICE CONTACT INFORMATION

Ms. Mary B Knowles

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