Students with sophomore standing or above and at least a 1.75 GPA may elect to take one course per semester (up to 6) under the pass/fail grading system. The change of a class to pass/fail should be done within the first 5 days of the semester. After the first 5 days, students must obtain permission from the dean's office of their major. The following rules apply to the pass/fail option:

- A passing grade does not figure into the GPA, but a failing grade does.
- Only "free electives" may be taken pass/fail.
- No course in the major, certificate, or minor, Core Curriculum, General Education, or foreign language requirements may be taken pass/fail.
- A student who elects the pass/fail option may remove the pass/fail option during the first nine weeks of the term.
- If a course taken under the A-F grading system is repeated, it must be repeated under the A-F system.

During the drop/add period (the first five days of the term) students may change a course from credit to audit. The student must obtain the necessary form from the Registrar's Office, and permission of the instructor is required for a student to change from credit to audit. Auditors must be in regular attendance and pay regular fees, but they will NOT receive credit.

**Registrar's Office Phone Numbers**

- Service Desk: 262-6818
- Student Records: 262-2051
- Registration Center: 262-3135
- Surcharge Questions: 262-7961
- Graduation: 262-2051
- Transcripts: 262-2052
- DegreeWorks Questions: 262-6402