

## OFF-CAMPUS STUDY PROGRAMS: PASS/FAIL OPTION

Students attending an off-campus study program may elect a course as a Satisfactory Grade Option (Pass/Fail) by following the Alma College Academic Catalog guidelines below. The deadline to elect a course pass/fail is nine weeks from the start of the class. It is the student's responsibility that all requirements have been met.

**\*Download this form and discuss this option with the class instructor**

**\*The instructor must sign at the bottom, authorizing his/her awareness of the student's decision.**

**\*For the form to be valid, the student must also sign, date, and return the form to**

**Off-Campus Study at the Center for Student Opportunity (CSO) by email to**

**[offcampusstudies@alma.edu](mailto:offcampusstudies@alma.edu) within nine weeks from the start of the class.**

**Satisfactory Grade Option.** Students may elect the Satisfactory Grade Option ("S" or "F") by filing the approved form with the instructor's consent at the Registrar's Office before the deadline to drop the class. If the student elects this option, evaluation of the course work is recorded as "S" (equivalent to a "C" or better) or as "F" (failing, no credit). Neither grade is computed in the CPA.

Application of the "S/F" option is limited as described below:

1. It is available only to students of sophomore, junior or senior standing.
2. No more than 16 credits may apply to the 136-156 required for the degree.
3. No more than six credits per term may be elected under this option.
4. No course counting for a Teaching Major or Minor and no education course presented for teacher certification may be graded using this option.
5. No more than four credits of the 36 required for the major (or six credits of the 56 required for an interdepartmental major or POE) may be graded under this option.

Some classes are graded only "S" or "F" and the student has no option. Credits earned for these courses are not subject to the limitations described above.

Student Name \_\_\_\_\_ Course Name \_\_\_\_\_

The Instructor's signature on this form indicates that the student has discussed the fact that Alma College will be awarding pass/fail on this course.

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_