

Saint Louis University – Madrid Campus  
Petition for Pass/No Pass  
Grading Scale

Form  
**#10**

Section 1  
Student

\_\_\_\_\_

**Student Name**

\_\_\_\_\_

**Student ID**

\_\_\_\_\_

**Student Email**

\_\_\_\_\_

**Primary Program/Major**

\_\_\_\_\_

**Total Earned Hours**

\_\_\_\_\_

**Student Phone #**

Section 2  
Course

**Semester (fall/spring/summer and year)**

\_\_\_\_\_

**Course (subject, number and section)**

\_\_\_\_\_

Section 3  
Student Justification

State in clear and concise sentences why a Petition for Pass/No Pass Grading Scale is being submitted.

Section 4  
Instructor Conditions

If instructor agrees to the Pass/No Pass Grading Scale state in clear and concise sentences the conditions for the student to complete.

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Section 5  
Acknowledgements

**I understand and acknowledge that:**

- \* The Pass/No Pass option may only be petitioned for elective courses.!
- \* A Pass grade may not be used to satisfy a course prerequisite.!
- \* A Pass grade cannot be applied to any of the following:!
  - \* Required lower and upper division courses within each college or school,!
  - \* Required course for a major,!
  - \* Required course for a minor,!
  - \* Required course for a concentration or!
  - \* Required course for a certificate!
- \* Both grades of Pass/No Pass are not awarded quality points and therefore are not calculated in the cumulative grade point average.!
- \* A course registered with a standard grade may be changed to a Pass/No Pass grade only through the last day of the add/drop period.!
- \* A course registered with a Pass/No Pass grade may be changed to a standard grade only through the last day of the add/drop period.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Section 6  
Approval

\_\_\_\_\_  
**Instructor Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair/Director Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Form Procedures**

1. Student completes sections 1, 2 and 3.
2. Student meets with course Instructor to establish conditions for Pass/No Pass in section 4, and receives approval via signature in section 6. If not approved instructor retains.
3. Student acknowledges policies and conditions related to Pass/No Pass in section 5.
4. Instructor submits petition to the Chair/Director of the student for approval in section 6.
5. Chair/Director submits approved petition to the Office of the University Registrar.
6. Office of the University Registrar records the approved course extension and deadline.