



Pass/Not Pass Grading Option - Spring 2020 ONLY

Purpose: Used ONLY by Undergraduate, Graduate School and Graduate School of Management students to initiate the High Pass, Low Pass, Pass or Not Pass grading option for graded courses offered during the Spring 2020 term. Do NOT submit this form beyond two weeks after a final grade is assigned in the specified course.

Student Instructions

- Complete Sections 1-3 of this form using a computer.
 - a **handwritten form will not be accepted.**
 - an incomplete form will not be processed and returned to you for completion.
- Submit this form to otrdocs@marquette.edu from your Marquette email account ONLY.

Notes:

- do not submit this form beyond two weeks after a final grade is assigned in the specified course(s).
- review the instructions for [electronic submission of forms](#) before submitting this form.

Section 1: Student Information

Last Name _____ First Name _____ Middle Name _____

MUID _____ Email _____@marquette.edu

Section 2: Course Information

Request the Pass/Not Pass Grading Option for the spring term 2020 course(s) indicated below:
Note: I understand that I have two weeks after final grades are assigned to submit this request.

Subject (e.g., ENGL)	Course/Catalog Number (e.g., 1001)	Section (e.g., 101)	Current Grade	Reason for using this form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Incomplete grade changed to final grade <input type="checkbox"/> Course spanned beyond the end of the spring 2020 term <input type="checkbox"/> Other (explain) _____

Subject (e.g., ENGL)	Course/Catalog Number (e.g., 1001)	Section (e.g., 101)	Current Grade	Reason for using this form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Incomplete grade changed to final grade <input type="checkbox"/> Course spanned beyond the end of the spring 2020 term <input type="checkbox"/> Other (explain) _____

Subject (e.g., ENGL)	Course/Catalog Number (e.g., 1001)	Section (e.g., 101)	Current Grade	Reason for using this form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Incomplete grade changed to final grade <input type="checkbox"/> Course spanned beyond the end of the spring 2020 term <input type="checkbox"/> Other (explain) _____

Subject (e.g., ENGL)	Course/Catalog Number (e.g., 1001)	Section (e.g., 101)	Current Grade	Reason for using this form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Incomplete grade changed to final grade <input type="checkbox"/> Course spanned beyond the end of the spring 2020 term <input type="checkbox"/> Other (explain) _____

Subject (e.g., ENGL)	Course/Catalog Number (e.g., 1001)	Section (e.g., 101)	Current Grade	Reason for using this form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Incomplete grade changed to final grade <input type="checkbox"/> Course spanned beyond the end of the spring 2020 term <input type="checkbox"/> Other (explain) _____

Section 3: Student Statement/Signature

I request the course(s) listed above be changed to the Grading Option indicated. I accept responsibility for the grading option and acknowledge that I understand the grading policies, as outlined in the current Bulletin and the potential consequences to my degree progress if this request is approved. I understand that this form must be submitted via my Marquette email account. A handwritten signature is only required below if the form is not being submitted through an @marquette.edu email account.

Enter Full Name here _____ Date _____