



LHU Policy No – LHU-14  
Original Date – 2010\*  
Last Review Date – May, 2020  
By the Academic Regulations Committee  
Last Update Date –  
Next 5-Year Review Date – May, 2025

## **Pass-Fail Option**

Each semester a student may be permitted to take one course outside the requirements of his/her major on a pass-fail basis and receive no letter grade in that course. The pass-fail option is limited to 6.0 semester hours in the General Education free elective category. Courses taken on a pass-fail basis are not used in computing a student's GPA.

Students must decide during the first 15 days of registration whether they wish to take the course on a pass-fail basis and, once decided, cannot change that decision. To take a course pass-fail, the student must complete a pass-fail form, available at the Registrar's Office or Clearfield Main Office.

If students repeat a course, they must take it on the same basis as they registered for it originally. Students should exercise extreme caution in choosing this option as employers and other schools frequently are reluctant to accept these grades.

The instructor will not be notified of students taking the course on a pass-fail basis and the Registrar's Office will translate final grades from a letter grade to a pass-fail grade.

*\*This policy has been in existence for many years prior to 2010 with an exact date unknown. We are using 2010 as a default original and/or update date.*