

## Taking a Class Pass/Low Pass/Fail

Trinity undergraduates are allowed to take up to four courses on a pass/low pass/fail basis during their undergraduate career, subject to several caveats. These caveats are summarized below and are also outlined in the paragraph copied below, from the Academic Bulletin.

- Each semester any matriculated student may take one academic course on a pass/low pass/fail basis.
- A course can be taken on a pass/low pass/fail basis as long as the course is not required for a major, minor, language concentration, general education distribution requirement, writing proficiency, or quantitative literacy requirement.
- Students on academic probation in the preceding semester cannot elect to take a course on a pass/low pass/fail basis.
- Courses taken as part of a special first-year program, such as the Gateway Programs, must be taken for a letter grade, as must first-year seminars.
- Students may designate a maximum of four academic courses during their college careers as pass/low pass/fail.
- Traditional undergraduate students may not elect the pass/low pass/fail option for summer courses.
- The deadline to declare an academic course pass/low pass/fail is the last day of the add/drop period. In the unusual case that a class is added after the add/drop period has ended, this class must be taken on a graded basis.
- To change a course from pass/low pass/fail back to a letter grade, the student must sign and submit a [form](#) within one month after the last day of classes of that semester.
- An academic course once designated as pass/low pass/fail counts toward the maximum of four pass/low pass/fail courses, even if the student changes from pass/low pass/fail to a letter grade within one month after the last day of classes.

### 2023 – 24 Academic Bulletin, p.45

#### Pass/Low Pass/Fail Option

Students may designate a maximum of four academic courses during their college careers as pass/low pass/fail. Each semester any matriculated student may take no more than one academic course on a pass/low pass/fail basis, provided the course is not required for the major, minor, language concentration, general education distribution requirement, writing proficiency, or quantitative literacy requirement, and provided that the student did not incur academic probation in the preceding semester. Courses taken as part of a special first-year program, such as the Gateway Programs, must also be taken for a letter grade, as must first-year seminars and classes taken in study away programs. College students may not elect the pass/low pass/fail option for summer courses. The deadline to designate an academic course pass/low pass/fail is the last day of the add/drop period. In the unusual case that a class is added after the add/drop period has ended, this class must be taken on a graded basis. To revert back to a letter grade, the student must submit a form to the Registrar's Office within one month of the last day of class for the semester in which the course was taken (see exception for the final semester before graduation below). An academic course once designated as pass/low pass/fail counts

toward the maximum of four pass/low pass/fail courses, even if the student should revert to a letter grade. In the final semester before graduation, students must revert back to a letter grade no later than that semester's deadline for faculty grade submission. For students matriculating prior to the fall of 2021, pass/fail is the mandatory grading system for courses in physical education, exploratory internships, and student-taught courses and may be employed by the faculty sponsor of an Open Semester. Some teaching assistantships are also graded pass/fail. Pass/fail courses mentioned in this paragraph do not count toward the four-course maximum. However, students teaching or taking a student-taught course may not elect to take another course on a pass/low pass/fail basis during the same semester. A student who has elected the pass/low pass/fail option in an academic course will have that option noted on the class list of the designated course. In such courses, a grade of "pass" will be recorded if the instructor reports a letter grade of C- or better to the registrar, whereas a grade of "low pass" will be recorded if the instructor reports a letter grade from D+ to D-. Full credit will be given for courses graded "pass" or "low pass", no credit will be given for courses graded "fail," and a "fail" will have the same effects on grade point average and academic standing as the regular grade of F. pass/fail counts toward the maximum of four pass/low pass/fail courses, even if the student should change from pass/low pass/fail to a letter grade by the last day of classes.

### Converting a class to the pass/low pass/fail basis

A student can change a course to the pass/low pass/fail grading basis any time after they enroll in the course, subject to the stipulations cited above, through the close of the add/drop period. To change to this grading basis, use the edit function in your TCOonline student center.

Edit a Class: This is where you can make a class Pass/Low Pass/Fail. Select the course you want to change, and on the next page change the status of "Graded" to "Convert ABCDF to PLF."

Beth Bantam

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### Edit Class Enrollment Options

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Fall 2021 | Undergraduate | Trinity College

Classes you are allowed to edit

Select from your schedule

Proceed to Step 2 of 3

My Fall 2021 Class Schedule

Beth Bantam

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**Edit Class Enrollment Options**

## 1. Select a class to edit - Enrollment Preferences

Fall 2021 | Undergraduate | Trinity College  
AHIS 103 - Intro to Asian Art

### Class Preferences

AHIS 103-01      Lecture      ● Open

Permission Nbr

Grading

Units 1.00

Session Regular

Career Undergraduate

### Enrollment Information

- Meets Art and Global Requirements

Requirement Designation Meets Art and Global Requirements

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 11:30AM - 12:45PM	TBA	Yunchiahn C. Sena	09/07/2021 - 12/21/2021

## Changing a Course From Pass/Low Pass/Fail Back to Regular Grading

Students can choose to change their grading basis from pass/low pass/fail to regular grading at any time during the semester, until the last day of classes of the semester, by submitting the [Change Pass/Low Pass/Fail Back to Letter Grade](#) form to the Registrar's Office, at registrar.office@trincoll.edu.