

Pass Option Election Form

By signing this form I acknowledge that I understand and will abide by the pass option policies set forth below:

- A JD student may elect to convert a letter grade in any **non-required** course, other than Clinics, independent research, and others designated by the Vice Dean for Academic Affairs as not available for the pass option to a "Pass" represented by a "P" for "C-" or better work.
- A student may use the pass option to convert a letter grade to a "P" in only one course during the student's entire law school career.
- Students may elect to replace their passing grade with a "P" by filing with the Registrar at any time after registering for the course but not later than five calendar days after his or her last grade is **posted for the semester or term in which that course was offered.**
- Once the pass option has been exercised, the student cannot reverse that decision, even if hindsight proves that another choice would have been more beneficial.
- If semester rankings have already been calculated, students will not be re-ranked after the pass option has been elected even if cumulative GPAs have changed significantly.

Term <input type="checkbox"/> Fall <input type="checkbox"/> J-term <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year 20__ __	Student ID
Student Last Name		Student First Name
Course		Grade
Signature		Date

Please return your completed form to the Registrar's Office, Room 119 or scan to PDF only and email to registrar@mitchellhamline.edu.

FOR OFFICE OF THE REGISTRAR USE ONLY

<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	
If Not, Indicate Reason	
<input type="checkbox"/> Required Course <input type="checkbox"/> Vice Dean Ineligible List <input type="checkbox"/> Requested Too Late (Date of Last Grade Posting _____) <input type="checkbox"/> Did Not Earn C- or Better <input type="checkbox"/> Option Previously Elected (Term _____)	
IF APPROVED:	
Updated By	Date

Last updated January 2021