



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

**OP 34.02: Pass-Fail Option**

**DATE:** April 26, 2023

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach in handling the student pass-fail option.

**REVIEW:** This OP will be reviewed in March of even-numbered years by the Vice Provost for Academic Innovation and Student Success with substantive revisions presented to the Provost and Senior Vice President for Academic Affairs by April 15.

**POLICY/PROCEDURE**

**1. Pass-Fail Option**

Undergraduate students may take up to 13 elective semester hours toward satisfying degree requirements in which they will be graded on a pass-fail basis. Courses specified in the catalog as available only with pass-fail grading and courses taken in excess of degree requirements are not included in the 13-hour restriction.

- a. A college may further restrict the pass-fail option but may not broaden it beyond elective courses.
- b. No student on probation will be allowed the pass-fail option.
- c. A student must declare the intent to take a course pass-fail no later than the last day on which a grade of **W** is automatically given for courses dropped. A student who has chosen to take a course pass-fail may not subsequently change to a letter-graded basis. A grade of **F** in a pass-fail course is included in the student's grade point average.
- d. The names of students taking a course pass-fail will not be made known to the instructor.
- e. Courses taken in the declared major or minor shall not be taken pass-fail unless required by the department. The department of the major or minor will decide whether courses taken under the pass-fail system before a student has declared a major or minor shall count toward satisfying the degree requirements.
- f. Pass-fail options for graduate students are determined by the Graduate School.