

**TEACHERS COLLEGE, COLUMBIA UNIVERSITY
OFFICE OF THE REGISTRAR**

Application for an Alternate Grade Option

At the beginning of a course, students may choose (*with the approval of their instructor*) to participate in the course for an alternate grade option, *Pass-Fail* in a Letter Grade course or *Letter Grade* in a Pass-Fail course with the following provisions:

1. At the time of election, the instructor will indicate his conditions for assigning the *alternate grade* option.
2. The selection is to be made during the **first three class sessions**.
3. An application for the *alternate grade* option is to be submitted to the instructor for approval.
4. Once the grade option has been approved and received in the Registrar's Office, it becomes final and may not be changed.
5. After approval by the course instructor, the top portion of this form is to be retained by the instructor and the bottom portion is to be filed in the Registrar's Office by the end of the **third class session**.

Courses offered only for *P* or *F* grades will at no time show an evaluative letter grade on the transcript and courses normally offered for evaluative letter grades (*i.e., A,B,C, or F*) will not receive *P/F* grades unless this grade option form is filed in the Registrar's Office by the end of the third class session.

INSTRUCTOR'S COPY

Name: _____

I.D.#: _____

CRN: _____ Course #: _____ Section #: _____ Term: _____

I am applying for (check one):

_____ *P/F* - in course normally offered for evaluative grade, (*i.e., A,B,C, or F*)

_____ *L* - in course normally offered on *Pass/Fail* basis

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Registrar's Copy

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I.D.#: _____

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I am applying for (check one):

_____ *P/F* - in course normally offered for evaluative grade, (*i.e., A,B,C, or F*)

_____ *L* - in course normally offered on *Pass/Fail* basis

Instructor Approval: _____

date: _____