

### Instructions for Submitting a Pass/Fail Authorization Form

The Registrar's Office will accept forms **from academic advisors** beginning on Monday, May 4, using the process described below. Forms will not be accepted from students. The deadline for submitting a Pass/Fail Authorization form is Friday, May 22.

Students selecting Pass/Fail grading must wait until Monday, May 4, to submit forms to their advisors using the following process:

1. Type your name, major(s), and advisor name(s) into the form.
2. Read the entire form and the complete Pass/Fail policy.
3. Type the course number and course title of the one or two courses for which you are requesting Pass/Fail grading.
4. Type your name on the signature line and date the form.
5. Save the file on your computer using the following file name: "Last Name Pass-Fail form." (Example: Smith Pass-Fail form)
6. Send the saved file to your advisor and discuss your decision with your advisor. Students with more than one advisor must send a form to each advisor.
7. After you and your advisor(s) have discussed the implications of your decision to select Pass/Fail grading, ask your advisor to type his or her signature on the "Advisor Signature" line, date the form, save it, and send it to [registrar@milligan.edu](mailto:registrar@milligan.edu), copying you. For students with two advisors, the Registrar's Office must receive forms from each advisor.

Faculty will submit letter grades for all courses. By Monday, Wednesday, May 27, the Registrar's Office will change the letter grades to "P" for students who have submitted a Pass/Fail request for a course passed with a "D-" or higher.