Special instructions for declaring the Pass/No Pass Option – Extended Deadline

The Registrar’s Office is accepting forms to declare the Pass/No Pass Option for fall semester through the end of the final exam period (which is 4:00 p.m. on Sunday, December 21). The Registrar’s Office (in Carnegie 124) will be open for extended hours on Saturday, December 20 and Sunday, December 21 from 12:00 to 4:30 pm.

The Pass/No Pass declaration normally requires the advisor’s approval. Because we recognize that it is the end of the semester and advisors might not be readily available to meet, **we are accepting forms from students without the advisor’s signature. We are writing to each advisor, on behalf of the student, to ask for advisor’s consent and the advisor’s response within 24 hours.** As soon as the advisor responds, we will apply the Pass/No Pass designation to the appropriate course. **Please be patient as we work through the advisor approval process.**

If our office is not open, we have forms available in the lobby of Carnegie so that a student may pick up a form when it is convenient. We also have a drop box in the lobby and in our office door so that any student may drop off a completed form. Complete instructions for completing the Pass/No Pass form will be attached to forms available in the lobby.

If a final grade is submitted by a faculty member during the process of applying for and receiving approval for the P/NP Option, we will convert the grade that was submitted to the Pass or No Pass grade. A Pass grade is equivalent to the A+ through C- letter grade; a No Pass grade is equivalent to a D or F grade. The entire policy regarding Pass/No Pass Grades is available in the Oberlin Catalog at: [http://catalog.oberlin.edu/content.php?catoid=33&navoid=759#grad](http://catalog.oberlin.edu/content.php?catoid=33&navoid=759#grad)

PLEASE NOTE: The policy regarding pass/no pass grades contain several stipulations; the only change in this policy is the **extension of the deadline. No other part of the policy has changed.**

If you have special circumstances or questions you need to discuss, please write to registrar@oberlin.edu.