**Intent to take course as**

**Satisfactory/D/Fail Form**

*Fill out this form electronically. Then email to academicrecords@houghton.edu*

**Name:**   **Course:**   **GPA:**

**Term:**         Fall        Spring        Mayterm        Summer

**Have you taken a course for S/D/F in the past?**        Yes        No

To be eligible, a student must meet ALL of the following criteria:

|  |  |  |
| --- | --- | --- |
| Student | Registrar’s Office |  |
|  |  | Student has completed at least 60 credit hours prior to semester in which the student desires to take the course |
|  |  | Student is registered for at least 12 credit hours of standard, graded coursework for the semester in which the student desires to take the course |
|  |  | Student is in good standing |
|  |  | Has completed 24 credit hours over previous two semesters (including Mayterm and summer work following one of the two previous semesters) |
|  |  | Has a cumulative GPA at or above 2.0 |
|  |  | Is not on disciplinary probation and has no unaddressed chapel attendance deficiencies |
|  |  | Course is not used to meet a requirement in student’s major, minor, or concentration, or for pre- and co-requisites, or for Integrative Studies requirements |
|  |  | Student may not take more than 4 credit hours as S/D/F per semester |
|  |  | Student may not take more than 12 credit hours as S/D/F cumulatively |

**NOTE: Students have until the end of the drop/add period (first full week of school) to register for a course as S/D/F. After the drop/add period is over, students MAY NOT register for a course as S/D/F, and they MAY NOT change from S/D/F grading to regular letter grading.**

*Once completed, return this form to the Registrar’s Office. Student remains in the regular section for the course until after grading.*