Pass/Fail Request Form

Office of the Registrar

Instructions: Complete the top portion of this form and take it to the instructor whose class you wish to have graded on a pass/fail basis for approval (the instructor has the prerogative to deny a pass/fail). If approval is granted, take this form to your academic advisor for final approval. Bring the completed form, with the required signatures of approval, to the Office of the Registrar, Esch 131, to be processed. A student may select the pass/fail option up to the withdrawal deadline each term. For questions regarding the withdrawal deadline, please contact the Office of the Registrar.

Student Name ____________________________________________________ Student ID # ______________________

Major ______________________________________________ Minor ________________________________________

Course Number/Section (ex: PSCI 101-01) _______________________ Semester/Term ________________ Credit Hours _________

Date ______________________________________________________

APPROVED

Instructor Signature _______________________________________ Date ___________________

Academic Advisor Signature _________________________________ Date ___________________

Academic advisors only: complete this checklist

☐ Has completed 62 hours
☐ Has a 2.0 GPA
☐ Has no more than 1 P/F this semester
☐ Has not already taken maximum P/Fs allowed (4)
☐ Has been advised P/F courses don’t fulfill gen ed core

☐ Has been advised P/F courses don’t count toward major/minor
☐ Has been advised P/F courses can’t be used as a repeat class
☐ Has been advised P/F courses can’t be changed back to a regular-graded course
☐ Has been advised a grade of F in a P/F course is counted in the GPA

Registrar Only

Date Processed _________
Initials______________

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