

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.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Course Number/Section (ex: PSCI 101-01) \_\_\_\_\_ Semester/Term \_\_\_\_\_ Credit Hours \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED**

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Only**

Date Processed \_\_\_\_\_

Initials \_\_\_\_\_

**Academic advisors only: complete this checklist**

- |   |  |
|---|--|
| <input type="checkbox"/> Has completed 62 hours                                 | <input type="checkbox"/> Has been advised P/F courses don't count toward major/minor                   |
| <input type="checkbox"/> Has a 2.0 GPA  | <input type="checkbox"/> Has been advised P/F courses can't be used as a repeat class                  |
| <input type="checkbox"/> Has no more than 1 P/F this semester                   | <input type="checkbox"/> Has been advised P/F courses can't be changed back to a regular-graded course |
| <input type="checkbox"/> Has not already taken maximum P/Fs allowed (4)         | <input type="checkbox"/> Has been advised a grade of F in a P/F course is counted in the GPA           |
| <input type="checkbox"/> Has been advised P/F courses don't fulfill gen ed core |  |

Revised 8/2017