

Pass/Fail Request Form

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 _____

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 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 not already taken maximum P/Fs allowed (4)

Has been advised a grade of F in a P/F course is counted in the GPA

Registrar Only

Date Processed _____

Initials _____