Registrar’s Office
Pass/Fail Option

In applying for the course(s) noted below as pass/fail, I understand that it is my responsibility to discuss the implications of this decision with my academic advisor and academic School Dean. The Dean may deny your request if: a) your program requires a minimum grade for the course; b) if the course is a prerequisite for another course; c) a requirement for a major or minor program; and c) a foreign language requirement.

I further understand that I may use the Pass/Fail option for only one course per semester to a maximum of four in my total academic program.

_____________________________________________________________________________

1) Student Information

Date:____________________________

Student ID

Student Last Name

Student First Name

Major

Academic Advisor

Student Signature: ____________________________

2) Course Information

Term: Fall_____ Spring_____ Summer_____ Winter_____ Intersession_____ Year__________

CRN:

Subject:

Course#:

Section:

Title:

Instructor:

I have consulted with my academic advisor regarding the application of this Pass/Fail request and understand that the academic School Dean within my major must approve this request.

Important Note: Once a Pass/Fail grade has been applied to a student’s academic transcript, it cannot be changed to a letter grade.

__________________________________________

Once you have completed the form, please email it to the appropriate academic School Dean for approval. Once approved, the Dean will forward your request to the Registrar’s Office.

• Ancell School of Business – David Martin martindg@wcsu.edu
• Macricostas School of Arts and Sciences – Michelle Brown brownml@wcsu.edu
• Professional Studies – Joan Palladino palladinoj@wcsu.edu
• Visual and Performing Arts – Brian Vernon vernonb@wcsu.edu