



WESTERN CONNECTICUT STATE UNIVERSITY

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
- d) 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 your academic advisor for approval. Once approved, the Dean will forward your request to the Registrar's Office.