

Registrar's Office
Pass/Fail Option

In applying for the course 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) the course is a prerequisite for another course
- c) the course is a general education/competency course
- d) the course is a requirement for your major or minor program
- e) the course is required for the completion of 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 courses in my total academic program.

This form must be submitted to the Registrar's Office within the first four weeks for full semester courses or the first two weeks for courses scheduled less than a full semester.

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.

3) Required: Instructor's Signature _____