

## PASS/FAIL REQUEST

**FORMS ARE DUE:**

- Within the first 9 WEEKS after the beginning of a Fall/Spring semester course
- Within the first 4 WEEKS after the beginning of a half semester course
- Within the first 2 WEEKS after the beginning of a summer course

Student ID	Student Name		
Class Year	Campus P.O.	Campus Telephone	
Major Field(s) of Study			

**See Registrar's Office Calendar for specific term date deadlines**

To the Registrar: I request to be granted Pass/Fail in the following course in accordance with University policy, stated below.

TERM	YEAR	DEPT	CRSE #	SECT	TITLE

The course instructor's signature authorizes the student named above to take the course identified herein for a Pass/Fail grade.

Advisor's Signature	Date	Instructor's Signature	Date
		Student's Signature	Date

**PLEASE READ CAREFULLY: The purpose of the Pass/Fail option is to encourage students to explore new areas of study in which they are interested but have no background.**

Students whose transcripts carry Pass/Fail or other grades not calculable in the cumulative academic average should be aware that their records may place them at a competitive disadvantage when applying for admission to some graduate and professional schools.

A student will be permitted to elect up to four semester course units to be graded Pass/Fail during four years in college. The Pass/Fail option is subject to the following limitations and provisions:

- The faculty-approved passing grade for courses taken on a Pass/Fail basis is 1.0 to 4.0.
- Semester course units taken to satisfy distribution requirements may be graded Pass/Fail.
- No more than one Pass/Fail option can be taken in any one semester. The Pass/Fail option is not allowed unless the student has enrolled on that basis, with the written consent of the instructor of the course. The pass/fail form must reach the Registrar's Office within the first 9 WEEKS after the beginning of a Fall/Spring semester course; within the first 4 WEEKS after the beginning of a half semester course; within the first 2 WEEKS after the beginning of a summer course.
- Semester course units in the student's major or minor field cannot be taken on a Pass/Fail basis after the major or minor is declared.
- A Pass under the option is not calculated in the cumulative grade point average.
- A Fail under this option is calculated in the cumulative grade point average.