



Office of the Registrar
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OFFICE USE ONLY

Date Recorded: _____

Recorder Initials: _____

Undergraduate Pass/Fail Grade Request

Undergraduate students can elect the pass/fail grading option for one course per semester beginning freshman year, to a maximum of 12 credits. Courses taken under the Spring 2020 pass/fail option do not count towards this limit. There is no minimum GPA requirement to elect the pass/fail grading option.

- Courses that are requirements of a major(s), minor(s) or concentration(s) do not qualify for the pass/fail grading option.
- General electives (electives outside of a major, minor and/or concentration) and courses taken to fulfill core curriculum requirements are eligible for the pass/fail grading option, except for UNV101, UNV102, PHL225 and RTS225.
- Requirements of the Pell Honors program are excluded from the pass/fail grading option.
- A student should not elect the pass/fail grading option for courses that are prerequisites for admission to graduate and/or professional programs.
- Pass/fail grades are final and cannot be reverted to a letter grade at a later date.
- Students must make their request for the pass/fail grading option to the Registrar's Office no later than the withdrawal deadline for that semester.
- You will be notified only if there is a reason you cannot take this course as pass/fail.

Student Name: _____

Student ID: _____ **Academic Year:** _____

Semester: Fall Semester (15 wk) Spring Semester (15 wk)
 Summer Semester (15 wk) Summer Session I (7 wk) Summer Session II (7 wk)

E-mail: _____

COURSE INFORMATION

Course Code: _____ **Section:** _____ **Title:** _____

ACKNOWLEDGEMENT

By my signature below, I accept responsibility for the accuracy of all information on this form. I understand the possible negative effects of taking a pass/fail grade in a course.

Student Signature: _____ **Date:** _____