



# Pass/Fail Request Form

**Undergraduates Students Only**

This form must be filed by the end of the ninth week of the session  
(or equivalent for summer sessions).

Indicate Term:  Spring  Summer  Fall Year \_\_\_\_\_

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Major: \_\_\_\_\_ Earned Credits: \_\_\_\_\_

Cum GPA: \_\_\_\_\_ Indicate status:  Sophomore  Junior  Senior

I request to take the following course pass/fail.

Class #	Subject	Catalog #	Section	Course Title
Time	Room	Units/Credits	Instructor's Printed Name	

This section to be completed by student's major academic advisor.

APPROVE Print Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Pass/Fail Policy is as follows (and is also found in the Undergraduate Catalog):

1. All degree students who are sophomores, juniors or seniors with a cumulative GPA of at least 2.00 are eligible to take courses pass/fail.
2. The pass/fail privilege is limited to one course per semester; **only student electives in general education and free electives within the major/minor may be taken on a pass/fail basis.** Free electives may not be used to satisfy major, core, cognate, or general education (including) distributive requirements. Interdisciplinary, diverse communities and writing emphasis courses taken to satisfy these requirements **may not** be taken pass/fail.
3. A grade of *pass* carries credit value but does not affect the cumulative grade point average.
4. A grade of *fail* is computed into the cumulative grade point average.
5. After contracting for a pass/fail, the student may not request or accept any grade other than P or F.
6. This process must be completed by the end of the ninth week of the semester (or equivalent in summer sessions).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_