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PASS/FAIL COURSE REQUEST

Instructions: Please complete all information on the form and return to the Registrar’s Office for processing (electronic submissions are accepted). Incomplete forms will not be processed. This form must be submitted by the course withdrawal deadline found on the [academic calendar](#). Please refer to the Undergraduate Catalog for more information on the [Pass/Fail policy](#).

Student Name: _____ Student ID: _____

Course requested to take as Pass/Fail:

Term	Year	Subject	Catalog #	Section #	CRN (optional)
# Credits	Instructor's Name (Printed)				

Please answer the following questions:

When I take this course, I will be sophomore, junior, or senior standing (30+ **earned** credits).

I have a cumulative GPA of at least 2.000.

This course will be taken as one of my free electives.

If you answered **no** to any of the questions above, you do not meet the requirements to take the course indicated above as pass/fail.

This section to be completed by the student’s major academic advisor (required).

I approve this request. Advisor Name (Print): _____

Date: _____ Advisor Signature: _____

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 2.000 are eligible to take courses pass/fail.
2. The pass/fail privilege is limited to one course per semester; only free electives 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 pass/fail, the student may not request or accept any grade other than a P or an F.
6. This process must be completed by the course's withdrawal deadline.

Student Signature (required): _____ Date: _____