Pass/No Pass Option Approval Form

✓ Only courses to be used as electives may be taken optionally as Pass/No Pass. If a degree program includes elective credit(s), a student may apply up to 12 elective credits earned using the Pass/No Pass option. If a degree program does not include elective credits, a student may take courses using the Pass/No Pass option, but the credits will not apply to the degree.

✓ Registration in Pass/No Pass courses will be handled in the same manner as registration in letter-graded courses.

✓ Instructors will submit letter grades to the Registration Services Office. These grades will be converted as follows: A, B, C to P (Pass); D, F to NP (No Pass). Only P (minimum letter grade of C) or NP will be shown on a student's permanent record and will not affect the grade-point average.

✓ If a student changes to a major that requires a previously passed course, and this course has been taken Pass/No Pass, the student may request (1) to take the course on a letter-graded basis; (2) that the P be changed to a C; or (3) that another course be substituted.

This approval form must be returned to the Registration Services Office in E-205 Martin Hall by the last day to register or add a class, as stipulated in the Academic Calendar.

Student meets all requirements to take the following course on a PASS/NO PASS basis.

CUID: C

Name: ____________________________________________

Last       First       Middle

Student’s Major: ____________________________________________

Course Subject and Number: ____________________________________________

Section Course Reference Number (CRN): __________________________

Term/Year: __________________________

Approved Signature: ____________________________________________

Student’s Academic Advisor or Department Chair

Date: __________________________

Please return this form to the Registration Services Office in E-205 Martin Hall.

Office of Records and Registration

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