



Pass/Fail Option Form

- ✓ Juniors or Seniors enrolled in four-year curricula may take four courses (maximum of 15 credit hours), with not more than two courses in a given semester, on a Pass/Fail basis. Transfer and five-year program students may take Pass/Fail courses on a pro rata basis.
- ✓ Only courses to be used as electives may be taken optionally as Pass/Fail.
- ✓ Letter-graded courses which have been failed may not be repeated Pass/Fail.
- ✓ Registration in Pass/Fail courses will be handled in the same manner as registration in letter-graded courses.
- ✓ Letter grades, submitted by instructors, will be converted as follows: A, B, C to P (pass); D, F to F (fail). Only P or F will be shown on a student's permanent record and will not affect the grade-point ratio.
- ✓ If a student changes to a major that requires a previously passed course, and this course has been taken Pass/Fail, the student may request to take the course on a letter-graded basis, or that the P be changed to C, or that another course be substituted.

This approval form must be returned to the Registration Services Office by the last day to register or add a class.

Student meets all requirements to take the following course on a PASS/FAIL basis.

CUID: - -

Name: _____
Last *First* *Middle*

Major: _____

Course and Course Number: _____

Section Number: _____ Semester/Year: _____

Approved Signature: _____ Date: _____
Academic Advisor or Department Chair

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