



Office of the Registrar

Petition to Pass/Fail Course

A student may elect one course a semester under the Pass/Fail Option, provided that the student is registered for a minimum of 15 credits in the case of traditional students, and 12 credits in the case of adult/non-traditional students. The election is to be made during the third week of the semester by completing the appropriate form available in the Registrar's Office. Forms not received by the deadline will be rejected. **Please see the Academic Calendar for the current term's pass/fail deadline.**

That a student has exercised this option for a course is known to only the Registrar, who converts the regular grade awarded to an S or NC mark. The S mark replaces all grades from C- to A+ inclusive; the NC replaces all grades from D+ to F inclusive. Neither the S nor the NC mark has any impact on the semester or the cumulative grade point averages.

Once elected, the Pass/Fail Option cannot be changed, nor can there be a subsequent reconversion of the grade. Students should be aware that graduate and professional schools are increasingly counting an S mark as a C when evaluating transcripts.

Please review the Academic Catalog for restrictions regarding the Pass/Fail option.

Student Name: _____
Last First MI ID#

Email: _____ Phone #: _____

I request permission to take the following course Pass/Fail:

Semester: _____ **Instructor:** _____

Department: _____ **Course Number:** _____ **Section Number:** _____

By signing below, I confirm that I understand electing to take this course Pass/Fail **cannot and will not be reversed at any time**, regardless of how well I end up doing in the course. I understand that if I receive a mark of NC, it will not count toward the minimum number of credits for graduation.

Student's signature _____ **Date** _____

OFFICE OF THE REGISTRAR USE ONLY	
Approved by Office of the Registrar? <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<input type="checkbox"/> Course is within the major	
Denied due to: <input type="checkbox"/> Already registered for a departmental Pass/Fail course worth 3.0 or more credits <input type="checkbox"/> Denied by the department <input type="checkbox"/> Not registered for enough credits	
Approved/Denied by Registrar Official: _____	
Date processed: _____	Processed by: _____

Office of the Registrar

Restrictions to the Pass/Fail Option

Please be aware that when submitting a Petition to Pass/Fail a course, **the petition will be denied** if the student or the course does not meet all of the criteria below. The student will be notified of the result of their petition via email.

From the Academic Catalog:

A student may elect one course a semester under the Pass/Fail Option, provided that the student is registered for a minimum of 15 credits in the case of traditional students, and 12 credits in the case of adult/non-traditional students. The election is to be made during the third week of the semester by completing the appropriate form available in the Registrar's Office. That a student has exercised this option for a course is known to only the Registrar, who converts the regular grade awarded to an S or NC mark. The S mark replaces all grades from C- to A+ inclusive; the NC replaces all grades from D+ to F inclusive. Neither the S nor the NC mark has any impact on the semester or the cumulative grade-point averages. Once elected, the Pass/Fail Option cannot be changed, nor can there be a subsequent reconversion of the grade. Students should be aware that graduate and professional schools are increasingly counting an S mark as a C when evaluating transcripts. Restrictions regarding this option are:

- If a student registers for a departmentally determined Pass/Fail course that is weighted at three or more credits, the student can make no other Pass/Fail course selection during that semester.
- A student may not elect the pass/no credit option in coursework of declared major programs.
- Exceptions may be made at the discretion of the Department Chair or Program Director.
- Internships, which are graded pass/no credit, may be counted in coursework of declared major programs at the discretion of the Department Chair or Program Director.
- In case a student changes the declared major in which one or more courses have already been completed with a mark of S, such courses may be counted toward the requirements of the new major only with the written approval of the chair of the new department, a communication to be forwarded to the Registrar.
- A Pass/Fail course with the mark of NC is not counted toward the minimum number of credits required for graduation.

I have read the above restrictions and understand that the pass/fail option may be denied if I do not meet the requirements.

Student Signature

Date