



## PASS/FAIL OPTION APPLICATION

The pass/fail option is available for students to take elective courses where the passing grade earned will not be computed into their grade point average. Passing grades will receive a notation of a grade of P on the transcript. However, if the student earns a grade of F, this grade will be computed into the grade point average. **Conditions to apply for Pass/Fail Option:**

- Undergraduate students must have completed 60 credits with a minimum 2.0 grade point average. Graduate students can only apply this option for preparatory undergraduate courses.
- Cannot apply this option to a General Education Requirement or a course used to satisfy the major.
- Students can only take one (1) Pass/Fail option in a semester and up to four (4) Pass/Fail options towards the satisfaction of the degree requirements.
- This application must be received by the close of the second week of classes during fall and spring semesters and the first week of the summer and winter session.

Once applied, the pass/fail option is irrevocable.

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### Completed By Student

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Last 4 digits of SS#: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_  
(i.e. SOC 101) (i.e. 07)

I have read and understood the conditions above concerning the Pass/Fail Option.

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

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### For Office Use Only

Approved: \_\_\_\_\_ Entered in SIMS: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

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### For Office Use Only

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_