

**REQUEST TO ELECT PASS/FAIL GRADE**

**INSTRUCTIONS:**

- Review the course requirements for your major or program and the “S/U [‘Pass/Fail’] Grades section of the Bulletin & Student Handbook.
- Identify the course for which you would like to take Pass/Fail and provide rationale for the request.
- Submit to the Office of Academic & Student Support Services and allow two to three weeks for the request to be processed.
- Petitions must be received by the fourth class meeting for a 12-week course and by the second class meeting for a four-, six- and eight-week course.
- Student must notify the instructor that pass/fail grading has been approved.

Student name: \_\_\_\_\_  
*Last (Family name)*
*First (Given name)*
*Middle*

Mailing address: \_\_\_\_\_  
*Street*
*City*
*State*
*Zip code*

Student ID: 000-\_\_\_\_\_ Email address: \_\_\_\_\_

Primary telephone number: \_\_\_\_\_ Current Program/Major: \_\_\_\_\_

Term for request:    Fall    Winter    Spring    Summer         Session 1    Session 2        Year: \_\_\_\_\_

I am requesting to take the following course as pass/fail:

Course #	Course Title	Instructor’s Name	# of Credits

Please provide a brief (one-paragraph) rationale for requesting the pass/fail.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Student signature* *Date*

**FOR OFFICE USE ONLY**

Date assigned: \_\_\_\_\_ Assigned to: \_\_\_\_\_

Signature: \_\_\_\_\_ Date complete: \_\_\_\_\_ Petition:  Accepted  Denied

Comments: