



Undergraduate Pass/Fail Request

Part One: Student Information

Name: _____

Student ID#: _____

Part Two: Course Information

Semester: _____

CRN (5-digits)	Subject	Course #	Course Title

Part Three: Student Acknowledgement

This form must be filed in the Office of the Registrar within the first three weeks of the semester.

(Winter and Summer deadlines are prorated. Consult the calendar at <https://www.ccsu.edu/calendar>)

- To be eligible for the pass/fail option, the student must:
 - be a matriculated undergraduate student in good standing (as defined in the catalog)
 - have earned at least 34 credits (including transfer credits)
- Up to two (2) pass/fail courses may be selected in one semester; but no more than four (4) pass/fail courses may be selected throughout the entire undergraduate career.
- Only courses used as Free Electives may be taken on a pass/fail basis.**
- The following courses may not be taken on a pass/fail basis:**
 - Courses which are applied to fulfill the General Education requirements may not be taken on pass/fail basis.**
 - Courses required in the area of the Major, Minor, or Concentration may not be taken on pass/fail basis.**
- After the third week of the semester, or equivalent, the option may not be changed for any reason. No exceptions will be made in the event of an error on the part of the student.
- A grade of "pass" will have no effect on a student's cumulative grade point average (GPA), only on the total number of earned hours. An instructor's assignment of the grade 'A' through 'D-' will be converted to "pass".
- A grade of "fail" in a pass/fail course will be treated in the same manner as a failing grade in any other course.
- There will be no attempt to conceal from an instructor the fact that a student has elected the pass/fail option in the course.
- If a student changes majors to a discipline in which pass/fail credit has been established, the grade(s) earned in such pass/fail course(s) shall be retrieved and recorded on permanent record in place of the pass/fail grade, and the GPA revised accordingly.
- MATH-099 and MATH 101 may not be taken on a pass/fail basis.
- Notwithstanding the provision of #5 above, in any semester that a student used the pass/fail option in violation of the regulations, the pass/fail option will be denied for the semester.

Student Signature: _____

Date: _____