Pass/Fail Declaration Request Form

Instructions:

1. **Download form and save to your computer**
2. **Return completed form to Registrar's Office prior to the last day to drop without an "F" grade**

A Pass/Fail option is available to undergraduate students in lieu of a traditional letter grade provided it meets the guidelines listed below.

Eligibility:

- The pass/fail option is available to undergraduate students in good academic standing who have completed a minimum of 15 semester hours of coursework at Suffolk University.

- The pass/fail option is only applicable to elective courses and may not be used for courses that fulfill general college, core, major or minor requirements.

- The pass/fail option is limited to 12 credits for the duration of your degree program. Courses taken Pass/Fail during the Spring 2020 term do not count towards the maximum 12 credits of pass/fail courses which can be taken.

Personal Information

Name: **Student ID:**

Suffolk Email: **Telephone:**

Course Information

Semester   Fall   Spring   Summer   Year

      Course:

        Dept   *Course#*   *Section#*   *Course Title*

Is the requested course a free elective?   Yes   No

If you have any questions, please contact the Office of the Registrar at 617-557-2010 or email uro@suffolk.edu .

If you would like to consult with an Academic Advisor, please contact the Undergraduate Academic Advising Center at 617-573-8034 or email academicadvising@suffolk.edu .

Student Signature: (Required)

For internal use by the University Registrar's Office

Less than 12 P/F credits   Elective Course?   Greater than 15 completed Credits?