

Pass/Fail Declaration Request Form

A Pass/Fail option is available to undergraduate students in lieu of a traditional letter grade provided it meets the guidelines listed below. **This form must be received prior to the end of the Add/Drop period.**

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.

Personal Information

Name: _____ **Student ID:** _____

Suffolk Email: _____ **Telephone:** _____

Course Information

Semester	Fall	Spring	Summer	Year
Course:				
	<i>Dept</i>	<i>Course#</i>	<i>Section#</i>	<i>Course Title</i>
Is the requested course a free elective?	Yes	No		

Students must contact the Office of the Registrar before the last day of add/drop to rescind a Pass/Fail Registration.

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