



University Registrar's Office
8 Ashburton Place, Boston, MA 02108

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: _____
Dept. Course# Section# Title

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): _____ Date: _____