

# Pass/Fail Election Form Guidance

## Part I: Instructions

### Step One: Pass/Fail Election Spring 2021 College Form

#### My Finances

[Welcome to SU Pay - Billing & Payment Gateway](#)  
[Title IV Refund Authorization](#)

#### Registration/Class Schedule

[My Advisor](#)  
[Search and Select to Preferred Sections](#)  
[Closed Courses on Preferred Sections](#)  
[Register and Drop Preferred Sections](#)  
[Express Registration to Preferred Sections](#)  
[Manage My Waitlist](#)  
[My Class Schedule](#)  
[UG/GR Search for Sections](#)  
[My Assigned Time](#)  
[Registration Advisories](#)  
[PASS/FAIL ELECTION FORM SPRING 2021 COLLEGE](#)

#### My Grades & Academic Profile

[My Grades](#)  
[Grade Point Average by Term](#)  
[My Class Schedule](#)  
[My Advisor](#)  
[Placement Results](#)  
[Student Transfer Equivalency](#)  
[Program Evaluation](#)  
[College Unofficial Transcript](#)

#### Graduation

[Program Evaluation](#)  
[College Unofficial Transcript](#)  
[College Degree Application](#)

#### My Personal Information

[Chosen Name](#)  
[E-Check In Screen](#)  
[Update Your Local Address](#)  
[Update Home Address](#)

### Step Two: Select the term 21/SP and click submit

#### CURRENT STUDENTS

### PASS/FAIL ELECTION FORM SPRING 2021 COLLEGE

Term

SUBMIT

### Step Three: Select which courses you would like to receive a P/F option and click submit.

\* = Required

Term

21/SP

Total Registered Credits 10.00 Advisor Name Mr. Robert D. DiGuardia

Please check off the courses you want to be graded as pass/fail for the semester.

Course Name and Title*	Meeting Information	Creds	Pass/Fail Grading
CI-153-A Branding and Visual Identity	P, Perch	3.00	P - Pass/Fail Grading ▾
ENG-123-A Great Books of the World I	P, Perch	4.00	▾
BLE-215-AE Business Ethics and Law		3.00	▾

SUBMIT

## Pass/Fail Election Form Guidance

Pass/Fail Election must be **completed by Friday, March 26, 2021, 11:59 p.m. EDT** for most courses. Courses that do not follow the standard academic calendar (shorter length) will be eligible to declare Pass/Fail until their last day to drop without an F. Please refer to the [Short Term Add/Drop Deadlines](#) for your courses' specific date.

*Once submitted, the University Registrar's office will review the submission to ensure the below eligibility requirements are met. If the student or course does not meet the requirements for Pass/Fail grading, the University Registrar's Office will contact the student.*

### Grade Election Results

The University Registrar's Office will review your Pass/Fail elections to ensure you meet the eligibility requirements. If you are not eligible to take the course Pass/Fail the University Registrar's Office will notify you to your suffolk.edu email address

You may start over and remove or add pass/fail election through Friday, March 26, 11:59pm EST (last day to drop without an F grade).

Courses that do not follow the standard semester length may have a different deadline. Please see the last to day to drop without an F grade that corresponds to the length of your course on the

[Short Term Add/Drop Deadlines Page](#)

OK

## Part II: Eligibility

- Student must be in good academic standing
- Student must have completed at least 15 credits at Suffolk University
- Student is limited to 12 credits of PASS/FAIL courses during their undergraduate program (this excludes Spring 2020 courses)
- Students cannot elect to have graduate level courses graded Pass/Fail (SBS Fast Track or Accelerated Programs)
- Student cannot elect to have major, minor, or general core requirement courses graded as Pass/Fail. It is applicable to elective courses only.