PASS/FAIL REGISTRATION FORM

First       Middle       Last                                      Student ID Number

Semester                                     Year                                      Date

Course Reference Number         Section                                      Course Name                                      Instructor’s Name

Major                                      Minor/Concentration

Important Pass/Fail Option Rules

This form must be filed in the Registrar Office WITHIN THE FIRST THREE WEEKS OF THE SEMESTER. (Winter and Summer deadline dates vary. Please consult the calendar.)

1. 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)

2. 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.

3. Only courses used as Free Electives may be taken on a pass/fail basis.

4. The following courses may not be taken on a pass/fail basis:
   Courses which are applied to fulfill the general education requirements and courses required in the area of the major, minor, or concentration.

5. After the third week of the semester (Winter and Summer dates vary), 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.

6. 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”.

7. A grade of “fail” in a pass/fail course will be treated in the same manner as a failing grade in any other 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.

8. MATH-099 and MATH 101 may not be taken on a pass/fail basis.

By signing this form I verify that I have read and understood all of the above rules regarding the Pass/Fail request.

Signature: ____________________________                                      Date __________________________

Please complete this form and return to the Office of the Registrar for processing.
Wilard-DiLoreto Room D202, 1615 Stanley Street, New Britain, CT 06050
Fax it to 860-832-2250 or email it to regstaff@ccsu.edu