



REQUEST FOR PASS/FAIL  
GRADUATE FORM

**\*This form must be submitted to the Office of Academic Records, Room 213, for processing.\***

**Please note the following restrictions/conditions before completing:**

P/F – Pass/Fail option is available only to students taking courses outside their degree, certification, diploma, or major requirements. The Pass/Fail option must be exercised within the first five weeks of the course. For all graduate programs requiring up to 40 semester hours, the Pass/Fail option may be exercised only once, for a maximum of three semester hours. For those programs requiring more than 40 semester hours, the option may be exercised no more than twice, for a maximum of six semester hours. These limits are exclusive of any courses taught only on a Pass/Fail basis. Except for the Law School, a grade of P is equivalent to a B- or better.

- **No Zarb School of Business graduate course may be taken on a Pass/Fail basis.**  
(Health Administration Students must receive permission from the MBA Office.)
- No Pass grade is acceptable for credit by exam, except for mandatory Pass/Fail courses.

1. Student ID Number: 

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2. Name (please print): \_\_\_\_\_  
Last First

**STUDENTS:** Present this form at the Office of Academic Records by the published deadline. No extensions are permitted. After the form has been validated by the Office of Academic Records, the second copy will be returned to the student as a receipt.

3. \_\_\_\_\_  
STUDENT SIGNATURE DATE

Semester: \_\_\_\_\_

DEPT.	COURSE NO.	COURSE CODE
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