



Office of Academic Records, Memorial Hall Room 213
126 Hofstra University, Hempstead, NY 11549-1260

REQUEST FOR PASS/D+/D/FAIL UNDERGRADUATE FORM

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

Please note the following restrictions/conditions before completing:

- The Pass/D+/D/Fail Option cannot be used for WSC 1 and WSC 2, any course in your major or minor, or any course required by title and course number for the major and minor.
- **Catalog year prior to Fall 2004:** The P/D+/D/Fail Option is not available for core courses, except for courses given only on that basis. However, upon completion of all core courses required for their degrees, students may seek the permission of the **Dean of their college** to enroll in core courses on a P/D+/D/Fail basis.
- **Catalog year Fall 2004 or later:** Courses taken on an optional Pass/D+/D/Fail basis may not be used to satisfy distribution requirements.
- **No School of Business undergraduate course may be taken on a P/D+/D/Fail basis.**
- D+, D, and F grades assigned to students who have elected the P/D+/D/Fail Option are included in determining the student's cumulative grade point average.
- P = C- or better, except at New College where P = C or better.
- In HCLAS, P/D+/D/Fail is restricted to 15 credits.
- In no case may the total number of P/D+/D/Fail credits exceed 30.
- **Transfer students:** Students transferring to Hofstra University with more than 30 credits graded on a P/D+/D/Fail basis must have the approval of the University Academic Affairs Committee. Courses graded on this basis shall not exceed 50 percent of the total credit hours required for the degree.
- Students on academic probation may not elect a P/D+/D/Fail grade.
- Beginning Fall 2001, the P/D+/D/Fail Option cannot be used for any courses needed to fulfill Language requirements.
- Students requesting a P/D+/D/Fail Option should check to see if this grade would adversely affect their scholarship renewal: see Renewal Criteria in **Undergraduate Bulletin**.

1. Student ID Number:

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2. Name (please print): _____
Last First

3. Enter the department, course number, and course code of the requested Pass/D+/D/Fail in the chart:

Semester: _____

DEPT.			COURSE NO			COURSE REF #		
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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.

4. _____
 STUDENT SIGNATURE DATE

5. _____
 DEAN'S SIGNATURE (req. for Core or Major Courses) DATE