



HOFSTRA UNIVERSITY

Office of Academic Records and Registrar
207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260

REQUEST FOR GRADUATE PASS/FAIL OPTION

This form must be submitted to the Office of Academic Records and Registrar, 207 Memorial Hall, South Campus, 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 School of Law, 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 M.B.A. Office.)**
- A grade of P is not acceptable for credit by exam, except for courses taught only on a mandatory Pass/Fail basis.

1. Student ID Number:

2. Name (Please Print.): _____
Last First

3. Phone: _____

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

4. _____
Student signature Date

5. Semester: _____

6. Enter the department, course code and CRN of the course(s) being requested for the graduate Pass/Fail option:

DEPT.	COURSE CODE	CRN
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