



HOFSTRA UNIVERSITY

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

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

This form must be submitted to the Office of Academic Records and Registrar, 213 Memorial Hall, South Campus, 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 a student’s major or minor, or any course required by title and course number for the major and minor.
- **Bulletin year prior to fall 2004:** The Pass/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 Pass/D+/D/Fail basis.
- **Bulletin year fall 2004 or later:** Courses taken on an optional Pass/D+/D/Fail basis may not be used to satisfy distribution requirements.
- **No Zarb School of Business undergraduate course may be taken on a Pass/D+/D/Fail basis.**
- D+, D, and F grades assigned to students who have elected the Pass/D+/D/Fail option are included in determining the student’s cumulative GPA.
- A passing grade constitutes a grade of C- or better, except at New College where a passing grade constitutes a grade of C or better.
- In HCLAS, the Pass/D+/D/Fail option is restricted to 15 semester hours.
- The total number of Pass/D+/D/Fail semester hours may not exceed 30.
- **Transfer students:** Students transferring to Hofstra University with more than 30 semester hours graded on a Pass/D+/D/Fail basis must have the approval of the University Undergraduate Academic Affairs Committee. Courses graded on this basis shall not exceed 50 percent of the total semester hours required for the degree.
- Students on academic probation may not elect the Pass/D+/D/Fail option.
- Beginning fall 2001, the Pass/D+/D/Fail option cannot be used for any courses needed to fulfill language requirements.
- Students requesting the Pass/D+/D/Fail option should check to see if this grade would adversely affect scholarship renewal. See Renewal Criteria in the Hofstra University *Undergraduate Bulletin*.

1. Student ID Number:

2. Name (Please print.): _____ 3. Phone: _____
Last First

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

| | | |
|-------|-------------|-----|
| DEPT. | COURSE CODE | CRN |
| | | |
| DEPT. | COURSE CODE | CRN |
| | | |

5. Semester: _____

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.

6. _____
STUDENT’S SIGNATURE DATE

7. _____
ADVISEMENT DEAN’S SIGNATURE DATE

Processed by: _____