PASS/FAIL GRADING REQUEST
The Office of Academic Planning & Advising

ID # G __ __ - __ __ - __ __ __ __

NAME: _______________________________________________
(Last) (First)

MAJOR(S): _______________________________________

EMAIL ADDRESS: _____________________________________

COURSE: ___________________________________________
(CRN) (Subject/Number) (Title)

Once this form has been filed with the Office of Academic Planning & Advising it cannot be revoked. Please note that a course taken Pass/Fail is not accepted for transfer credit at most institutions.

During the course of their undergraduate programs, students may elect a pass/fail option for up to a total of four courses, with a maximum of one course of five or fewer credit hours per semester. Only sophomores, juniors and seniors with cumulative grade point averages of 2.0 or better qualify for this option.

Students may choose one pass/fail option per semester from the first day of the semester until the deadline posted in the Academic Calendar.

Pass/fail is available only for electives not for courses required for any major, minor or concentration. If the student later changes his/her major or minor to a field in which a course was taken pass/fail, additional coursework may be required to complete the new program.

Instructors are not informed that a course has been put on pass/fail grading. The instructor will award a letter grade, which will be translated into P or F on the transcript. Once the Pass/Fail request has been approved, the actual letter grade received in the course will not be released.

To receive a grade of P, a minimum grade of C- must be earned. A D or E grade is translated as an F. Final grades of P and F do not earn quality points, and are not computed in determining grade point averages. Students must carry twelve or more hours in courses earning quality points in order to be eligible for semester honors.

Students may view approval of this form on Knightweb. Click on Student, then Registration Course Planning. Select (1) View Registration Information then View Grade Mode. If the pass/fail request is denied, the Office of Academic Planning & Advising will contact you.

To be eligible for Pass/Fail grading, I certify that I meet the following criteria:

1. This course will not be used to fulfill a General Education Core requirement.
2. This course is neither a requirement for nor an elective in my major, minor or concentration.
3. This course is not a repeat of a course in which I previously received a grade of D or E. (See repeat policy in the College Bulletin.)
4. My cumulative GPA for courses taken at SUNY Geneseo is at least 2.0 as of the start of this semester.
5. I have not taken more than three courses on pass/fail grading at SUNY Geneseo. (Courses graded satisfactory/unsatisfactory are not considered pass/fail courses.)
6. I have completed at least 30 semester hours of college-level coursework as of the start of this semester.
7. I am not a graduate student.

Signature ___________________________________________ Date _______________________

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FOR OFFICE USE ONLY:

Earned Hours ___________ APPROVED

GPA ___________ DENIED

# Of Prior P/F ___________ By ___________

Revised 3/19