STUDENT INFORMATION

Student Andrew ID: ___________________________ or Student ID Card #: ___________________________

Student Name: __________________________________________ Last/Family First/Preferred MI

College: ___________________________ Department: ___________________________ Class: ___________________________

Semester (circle one): Fall Spring Summer-All Summer-1 Summer-2 Year ___________

PASS/FAIL INFORMATION

Course # _______ - _______ Section ___________ Units ___________

Undergraduate students may elect to take a free-elective course pass/fail unless precluded by the course, the course’s department or the student’s home department/college. Policies for graduate students vary and students should be advised to check with their individual colleges/departments/programs for details. A student must submit a Pass/Fail Approval form to the University Registrar’s Office indicating the course they are electing as pass/fail before the end of the university’s drop period. This decision is irreversible thereafter. No information regarding the student’s decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.

A through D work will receive credit for units passed and be recorded as P on the student’s academic record; below D work will receive no credit and will be recorded as N on the student’s academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student’s QPA.

SIGNATURES

Student: __________________________________________ Date: ________________

Advisor: __________________________________________ Date: ________________

Department Head: __________________________________________ Date: ________________

University Registrar’s Office Use Only

Processed by: ___________________________ Date: ________________