Northeastern University
College *of* Professional Studies

REQUEST TO ELECT PASS/FAIL GRADE

INSTRUCTIONS:

- Review the course requirements for your major or program and the "S/U ['Pass/Fail'] Grades section of the College of Professional Studies Student Handbook.
- Identify the course for which you would like to take Pass/Fail and provide rationale for the request.
- Submit completed form to the Office of Academic & Student Support Services and allow two to three weeks for the request to be processed.
- Petitions must be received by the fourth class meeting for a 12-week course and by the second class meeting for a four-, six- and eight-week course.
- Student must notify the instructor that pass/fail grading has been approved.

PART I: STUDENT INFORMATION

Student name:_____

        First (Given name)   *Middle*   *Last (Family name)*

Mailing address:_____

        Street   *City*   *State*   *Zip code*

Student ID: 000-_____   Current Degree and Major: _____

Primary telephone number: _____   Email address:_____

PART II: REQUEST FOR PASS/FAIL GRADE

Term for request: ☐ Fall ☐ Winter ☐ Spring ☐ Summer   ☐ Session 1 ☐ Session 2 Year:_____

I am requesting to take the following course Pass/Fail:

Course #	Course Title	Instructor Name	# of Credits

Please provide a brief (one-paragraph) rationale for requesting the Pass/Fail grade.

_____

_____

_____

_____

_____

_____

_____   _____

Student signature   *Date*

FOR OFFICE USE ONLY: Date assigned: _____   Assigned to: _____
Signature:_____   Date complete: _____ Petition: ☐ Accepted   ☐ Denied
Comments: