

UNIVERSITY of  
**INDIANAPOLIS.**

Office of the Registrar

**Pass/Fail Request Form**

Instructions: Complete the top portion of this form, then take it to the instructor whose class you wish to have graded on a pass/fail basis for approval. (Note: the instructor has the prerogative to deny a pass/fail.) If approval is granted, take this form to your key advisor for final approval. Bring the completed form, with the required signatures of approval, to the Office of the Registrar in Esch Hall 131 to be processed.

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Date (Select pass/fail option up to and including the Friday of the week prior to the last week of the semester.) \_\_\_\_\_

Course number/section (ex: PSCI-101-01) \_\_\_\_\_ Semester/term \_\_\_\_\_ Credit hours \_\_\_\_\_

**Approved**

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Key advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*Key advisors only: complete this checklist*

- |  |  |
|--|--|
| <input type="checkbox"/> Has completed 62 hours                                      | <input type="checkbox"/> Has been advised P/F courses don't count toward major/minor                     |
| <input type="checkbox"/> Has a 2.0 GPA   | <input type="checkbox"/> Has been advised P/F courses can't be used as a repeat class                    |
| <input type="checkbox"/> Has no more than 1 P/F this semester                        | <input type="checkbox"/> Has been advised P/F courses can't be changed back to a regularly-graded course |
| <input type="checkbox"/> Has no more than 4 P/Fs (total)                             | <input type="checkbox"/> Has been advised a grade of F in a P/F course is counted in the GPA             |
| <input type="checkbox"/> Has been advised P/F courses don't fulfill general ed. core |  |

**Registrar Only**

Date processed:

Initials:

UNIVERSITY of  
**INDIANAPOLIS.**

Office of the Registrar

**Pass/Fail Request Form**

Instructions: Complete the top portion of this form, then take it to the instructor whose class you wish to have graded on a pass/fail basis for approval. (Note: the instructor has the prerogative to deny a pass/fail.) If approval is granted, take this form to your key advisor for final approval. Bring the completed form, with the required signatures of approval, to the Office of the Registrar in Esch Hall 131 to be processed.

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Date (Select pass/fail option up to and including the Friday of the week prior to the last week of the semester.) \_\_\_\_\_

Course number/section (ex: PSCI-101-01) \_\_\_\_\_ Semester/term \_\_\_\_\_ Credit hours \_\_\_\_\_

**Approved**

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Key advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*Key advisors only: complete this checklist*

- |  |  |
|--|--|
| <input type="checkbox"/> Has completed 62 hours                                      | <input type="checkbox"/> Has been advised P/F courses don't count toward major/minor                     |
| <input type="checkbox"/> Has a 2.0 GPA   | <input type="checkbox"/> Has been advised P/F courses can't be used as a repeat class                    |
| <input type="checkbox"/> Has no more than 1 P/F this semester                        | <input type="checkbox"/> Has been advised P/F courses can't be changed back to a regularly-graded course |
| <input type="checkbox"/> Has no more than 4 P/Fs (total)                             | <input type="checkbox"/> Has been advised a grade of F in a P/F course is counted in the GPA             |
| <input type="checkbox"/> Has been advised P/F courses don't fulfill general ed. core |  |

**Registrar Only**

Date processed:

Initials:

UNIVERSITY of  
**INDIANAPOLIS.**

Office of the Registrar

**Pass/Fail Request Form**

Instructions: Complete the top portion of this form, then take it to the instructor whose class you wish to have graded on a pass/fail basis for approval. (Note: the instructor has the prerogative to deny a pass/fail.) If approval is granted, take this form to your key advisor for final approval. Bring the completed form, with the required signatures of approval, to the Office of the Registrar in Esch Hall 131 to be processed.

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Date (Select pass/fail option up to and including the Friday of the week prior to the last week of the semester.) \_\_\_\_\_

Course number/section (ex: PSCI-101-01) \_\_\_\_\_ Semester/term \_\_\_\_\_ Credit hours \_\_\_\_\_

**Approved**

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Key advisor signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Only**

Date processed:

Initials:

*Key advisors only: complete this checklist*

- |  |  |
|--|--|
| <input type="checkbox"/> Has completed 62 hours                                      | <input type="checkbox"/> Has been advised P/F courses don't count toward major/minor                     |
| <input type="checkbox"/> Has a 2.0 GPA   | <input type="checkbox"/> Has been advised P/F courses can't be used as a repeat class                    |
| <input type="checkbox"/> Has no more than 1 P/F this semester                        | <input type="checkbox"/> Has been advised P/F courses can't be changed back to a regularly-graded course |
| <input type="checkbox"/> Has no more than 4 P/Fs (total)                             | <input type="checkbox"/> Has been advised a grade of F in a P/F course is counted in the GPA             |
| <input type="checkbox"/> Has been advised P/F courses don't fulfill general ed. core |  |

UNIVERSITY of  
**INDIANAPOLIS.**

Office of the Registrar

**Pass/Fail Request Form**

Instructions: Complete the top portion of this form, then take it to the instructor whose class you wish to have graded on a pass/fail basis for approval. (Note: the instructor has the prerogative to deny a pass/fail.) If approval is granted, take this form to your key advisor for final approval. Bring the completed form, with the required signatures of approval, to the Office of the Registrar in Esch Hall 131 to be processed.

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Date (Select pass/fail option up to and including the Friday of the week prior to the last week of the semester.) \_\_\_\_\_

Course number/section (ex: PSCI-101-01) \_\_\_\_\_ Semester/term \_\_\_\_\_ Credit hours \_\_\_\_\_

**Approved**

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Key advisor signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Only**

Date processed:

Initials:

*Key advisors only: complete this checklist*

- |  |  |
|--|--|
| <input type="checkbox"/> Has completed 62 hours                                      | <input type="checkbox"/> Has been advised P/F courses don't count toward major/minor                     |
| <input type="checkbox"/> Has a 2.0 GPA   | <input type="checkbox"/> Has been advised P/F courses can't be used as a repeat class                    |
| <input type="checkbox"/> Has no more than 1 P/F this semester                        | <input type="checkbox"/> Has been advised P/F courses can't be changed back to a regularly-graded course |
| <input type="checkbox"/> Has no more than 4 P/Fs (total)                             | <input type="checkbox"/> Has been advised a grade of F in a P/F course is counted in the GPA             |
| <input type="checkbox"/> Has been advised P/F courses don't fulfill general ed. core |  |