

**Request for Pass/Fail Option**

*(Undergraduate Courses Only)*

**Submit form to:** Office of Registration & Records, Ceres 110, NDSU Dept. 2801, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8959  
 or NDSU One Stop, Memorial Union 176, NDSU Dept. 2836, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8297

Student ID# \_\_\_\_\_ Date \_\_\_\_\_ Are you an Exchange Student?  Yes  No

Name Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

SEMESTER  Fall  Spring  Summer YEAR \_\_\_\_\_

SUBJECT	CATALOG #	COURSE TITLE	CREDITS	CLASS #

**The signatures of the student and adviser signify that the following guidelines and restrictions have been read and verified:**

- Approval must be obtained by the deadline published on the Registration and Records website: [www.ndsu.edu/registrar](http://www.ndsu.edu/registrar). Once approved, a course may not be changed back to regular grading.
- The total number of credits taken under the Pass/Fail arrangement may not exceed 16 semester credits. Credits taken in student teaching, labs, and internships are not counted toward the 16-credit limit.
- Courses taken to fulfill General Education requirements may **NOT** be taken Pass/Fail. (see: [www.ndsu.edu/registrar/gened](http://www.ndsu.edu/registrar/gened))
- Courses taken and **passed** under the Pass/Fail option **do not count** in the calculation of the student's grade-point average. However, courses taken and **failed** under the Pass/Fail option **are included** in the calculation of the student's grade-point average.
- If a course is taken for a regular grade, it cannot be repeated on a pass/fail basis.
- The special restrictions listed for the student's college have been checked.

Student Signature \_\_\_\_\_

Approved Adviser's Signature: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Approved Registration & Records Verification: \_\_\_\_\_

**SPECIAL RESTRICTIONS:** *(Write your initials by your college to verify that you have checked the restrictions)*

\_\_\_\_\_ **AGRICULTURE, FOOD SYSTEMS, & NATURAL RESOURCES:** Courses taken pass/fail will not be used to satisfy any requirement other than total credits.

\_\_\_\_\_ **ARTS, HUMANITIES & SOCIAL SCIENCES:** Courses taken pass/fail will not be used to satisfy any requirement other than total credits.

\_\_\_\_\_ **BUSINESS:** Courses taken pass/fail will not be used to satisfy any requirement other than total credits.

\_\_\_\_\_ **ENGINEERING\*:** Any course taken pass/fail must have approval from the department chair of the student's major.

\*Signature of Department Chair: \_\_\_\_\_

\_\_\_\_\_ **HUMAN DEVELOPMENT & EDUCATION:** Courses taken pass/fail will not be used to satisfy any requirement other than total credits.

\_\_\_\_\_ **PHARMACY, NURSING & ALLIED SCIENCES:** Courses taken pass/fail will not be used to satisfy any requirement other than total credits.

\_\_\_\_\_ **SCIENCE & MATHEMATICS:** Courses taken pass/fail will not be used to satisfy any requirement other than total units. *Individual departments may have additional restrictions.*

\_\_\_\_\_ **UNIVERSITY STUDIES:** Courses taken to satisfy the university general education requirements may not be taken pass/fail.

\_\_\_\_\_ **NON-DEGREE:** No restrictions apply.