

PASS/FAIL REQUEST

Personal Information:

Name:		Date:	
SS#		Major:	
DePaul ID#:		Grad/UG:	
Phone #:		E-Mail Address:	

Course Information:

Dept. Prefix	Course # and section	5-digit course #	Course Title	Date and Time of Course

Undergraduate Regulations:

1. Sophomore standing is required
2. Only OPEN ELECTIVES may be taken pass/fail. You may not take a required course pass/fail, including Liberal Arts, Education, Allied Field, and Major Field courses.
3. You must be a student in good standing. Students on probation may not take classes pass/fail.
4. You may take no more than one course per term pass/fail.
5. No more than 20 quarter hours may be taken pass/fail.
6. No more than one course in any department may be taken pass/fail.
7. Grades A through D represent a passing grade.
8. If the course is passed, a PA grade is recorded on your record, the credit hours are entered on your record, but the grade is not computed into your GPA.
9. If the course is failed, the F grade is recorded on your record, the credit hours are entered on your record, and the grade is computed into your GPA.

Graduate Regulations:

1. Only general education requirements (for all majors), concentration courses (for elementary education majors), or completely open electives may be taken pass/fail.
2. If the course is passed, a PA grade is recorded on your record, the credit hours are entered on your record, but the grade is not computed into your GPA.
3. If the course is failed, the F grade is recorded on your record, the credit hours are entered on your record, and the grade is computed into your GPA.

I UNDERSTAND THE REGULATIONS AND VERIFY THAT I MEET ALL OF THE CRITERIA IN ORDER TO TAKE A CLASS PASS/FAIL.

Signature: _____

You will be contacted by e-mail or phone by The School of Education within 5 days of your request to inform you if your request has been approved.

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For office use only

Approved Denied Reviewer's Initials _____ Date _____

If Denied, please state reason: _____

Student was contacted by: Phone E-Mail

If Approved, Date change was updated in Peoplesoft _____