**PASS/FAIL REQUEST FORM**

**INSTRUCTIONS:** This form should be completed by students who are requesting a Pass/Fail grade option rather than a typical letter grade of A-F. Once the form is completed and fully signed, please submit it to the Registrar’s Office in the One Hop Shop, Campus Center, Room 012 or via email at [registrar@canton.edu](mailto:registrar@canton.edu). Once changes are processed by the Registrar’s Office, the request is final.

**The deadline for students to request a Pass/Fail Option is 3 weeks from the date the course begins for full 15-week courses.**

**The deadline for students to request a Pass/Fail Option is 1 week from the date the course begins for any course which is NOT a regular, full 15-week course.**

**All deadlines are published on the Academic Calendar. No late submissions will be accepted.**

**Criteria for requesting a Pass/Fail:**

* Student must have completed at least one full semester at SUNY Canton
* Student must be in good standing and have a minimum 2.0 GPA
* Student may not request a Pass/Fail for any required courses in their major or minor
* Student may not request a Pass/Fail for General Education Courses (GER) or First Year Experience (FYEP) courses
* Student may not request a Pass/Fail if the course is being repeated
* The maximum number of courses allowed for Pass/Fail in a Baccalaureate degree is 4 (Courses normally designated as P/F and COVID-related semesters, Spring 2020, Fall 2020, Spring 2021, do not apply)
* The maximum number of courses allowed for Pass/Fail in an Associate degree is 2 (Courses normally designated as P/F and COVID-related semesters, Spring 2020, Fall 2020, Spring 2021, do not apply)
* Only one Pass/Fail grade option per semester is allowed

**NOTE:** The Pass/Fail grade is not calculated in the student’s GPA, which may affect the following. It is the responsibility of the student to consult with advisors/counselors in these, or any other areas, which may be impacted:

* Financial Aid
* Academic Progress / Continuing Status / Honors Lists (Dean’s/President’s List)
* Athletics: NCAA Eligibility Requirements
* Graduate School Admissions
* Transferring into Other Schools
* Prerequisite Requirement of a Minimum Letter Grade for a Subsequent Course
* Special Cohorts such as EOP, TRiO, or International Students

|  |  |
| --- | --- |
| **STUDENT INFORMATION** | |
| **Student Name:** | **Student ID: 80** |
| **Student Cell Phone:** | **Major:** |
| **Current Semester:** Fall 20   Winter 20  Spring 20   Summer 20 | **Date:** |

|  |
| --- |
| **PASS/FAIL COURSE REQUEST** |
| **Course Name & CRN (ex., ENGL 101, 10513)** |
| **Course Instructor:** |

|  |  |
| --- | --- |
| **REQUIRED SIGNATURES**  **(Signature acknowledges student understands all potential consequences of declaring Pass/Fail option)** | |
| **Student Signature:** | **Date:** |
| **Academic Advisor Signature:** | **Date:** |