



**REGISTRAR'S OFFICE**

**REQUEST FOR PASS – FAIL GRADE**

\_\_\_\_\_  
**(PRINT) LAST NAME**

\_\_\_\_\_  
**FIRST NAME**

\_\_\_\_\_  
**STUDENT ID NUMBER**

\_\_\_\_\_  
**STUDENT EMAIL (REQUIRED)**

\_\_\_\_\_  
**STUDENT PHONE NUMBER**

**STUDENT COMPLETES THIS SECTION:**

#	Course Name	Course Code	Instructor Name	Chair Approval	
				Y/N	Initials
1					
2					
3					
4					
5					
6					

\_\_\_\_\_  
**STUDENT SIGNATURE OR CHECK BOX TO SIGN:**

\_\_\_\_\_  
**DATE**

**APPROVAL OF DIVISION/PROGRAM CHAIR**

\_\_\_\_\_  
**(PRINT) NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**REGISTRAR'S OFFICE USE ONLY**

\_\_\_\_\_  
**(PRINT) NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**NOTE TO STUDENT:**

- Students have the option of requesting a final grade of “Pass” or “Fail” instead of a letter grade in Spring 2020 Semester.
- The Pass/Fail option will be for *all or any course* in the Spring 2020 semester.
- A Pass/Fail grade will not affect a student’s quality point index (i.e., GPA), although credits will be earned.
- A Pass (P) grade encompasses the letter grades from A to D only.
- Electing a Pass/Fail option must be filed with the Office of the Registrar by the deadline posted in the college catalog and/or Academic Calendar.
- If available, the original letter grade will not be released to the student, nor listed on a transcript, or transmitted to another individual or college once a Pass/Fail option has been chosen by the student.
- Opting for Pass/Fail grading is irrevocable.
- Instructors are not notified of your choice to do a Pass/Fail option until final grades are processed.
- The Office of the Registrar will review this form and make a final determination of your request.
- Student-Athletes **MUST** consult with their coaches before requesting this option.

*By entering your name below, you agree to enter into this binding agreement with ASA College*

**Student’s Full Name:** \_\_\_\_\_