

Instructions:

This form is to be used by undergraduate students requesting to change the grading of a course from Standard Letter Grade to Pass/No Pass option. To be accepted, this form must have the student's signature and be submitted to the Office of the Registrar prior to the last date of withdrawal for the course session. Submission should be completed by emailing the form to registrar@rit.edu via RIT email.

An undergraduate student may select Pass/No Pass grade option for an eligible course. To be eligible, the course must be an open elective and cannot be used to meet the requirements of the student's major, minor, or student's general education requirement, including immersion. Review the policy at <https://www.rit.edu/academicaffairs/policiesmanual/d050>

General Information	University ID Number: _____ Term: ____ Date: _____ Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Last First Middle </div> Academic Program: _____ Academic Plan: _____
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Course Information <small>One course per form</small>	<p>A student may take no more than 6 credit hours with Pass/No Pass option during a single academic term. Additionally, a student may attempt a maximum of 12 credit hours with Pass/No Pass option during their undergraduate academic career at RIT.</p> <p>If you are unsure of the impact of a course, please review your Academic Advising Report and work with your advisor or counselor.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Class No.</th> <th style="text-align: left;">Subject</th> <th style="text-align: left;">Catalog</th> <th style="text-align: left;">Section</th> <th style="text-align: left;">Course Title</th> <th style="text-align: left;">Grading Basis</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black; text-align: right;"><u>Pass/No Pass</u></td> </tr> </tbody> </table> <p style="margin-top: 20px;">Revert the class back to standard letter grading - If you had previously requested the above class to be Pass/No Pass, you may elect to revert this grade back to the standard letter grading at any time before graduation. However, once you have selected to revert to a standard letter grade, the form cannot be resubmitted for Pass/No Pass on this class.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Example:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Class No.</th> <th style="text-align: left;">Subject</th> <th style="text-align: left;">Catalog</th> <th style="text-align: left;">Section</th> <th style="text-align: left;">Course Title</th> <th style="text-align: left;">Grading Basis</th> </tr> </thead> <tbody> <tr> <td><u>12345</u></td> <td><u>XMPL</u></td> <td><u>150</u></td> <td><u>01</u></td> <td><u>Project-Based Calculus</u></td> <td><u>Pass/No Pass</u></td> </tr> </tbody> </table> </div>	Class No.	Subject	Catalog	Section	Course Title	Grading Basis	_____	_____	_____	_____	_____	<u>Pass/No Pass</u>	Class No.	Subject	Catalog	Section	Course Title	Grading Basis	<u>12345</u>	<u>XMPL</u>	<u>150</u>	<u>01</u>	<u>Project-Based Calculus</u>	<u>Pass/No Pass</u>
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Student Signature	Sign: _____ Date: _____
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Registrar's Office Use Only <small>REG - Pass/No Pass</small>	Date Received: __/__/____ Date Processed: __/__/____ Processed By: _____ Distribution: Please keep a copy for your records. Send signed PDF to registrar@rit.edu
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