

## Pass-Fail Contract (Undergraduate)

**Instructions:** Students must consult with their advisor, or if the advisor is the instructor for the course, please consult with the department chair, or an academic advising specialist in Academic Advising, to receive endorsement below for the Pass-Fail option. After receiving the endorsement, the student must sign and submit the contract to the Registrar's Office no later than the [Pass-Fail Deadline](#) for the term (prior to the start of the 4th week of the fall or spring semester, or prior to the start of the 2nd week for courses in a shorter term).

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### General Regulations

Matriculated students who have completed at least 45 credits are eligible to register for certain courses on a Pass-Fail basis. The Pass-Fail option is blind in that the instructor is not aware of the student's use of the Pass-Fail option until after the grades are submitted. The Pass-Fail option may only be used for a free elective or cognate course that is not applied or shared with the general education (LEP), major, or minor requirements.

Students may take a total of five courses on a Pass-Fail option, with only one taken in any given semester. The final grade will be reported as "S" if the final grade earned is "D-" or higher. This grade has no effect on the GPA, but it does count as attempted credit. If the final grade earned is not passing, the final grade will be reported as "F". This grade will impact the GPA and does count as attempted credit.

Courses taken for Pass-Fail may not be accepted when transferring to another institution. Passed courses are excluded from GPA calculations which may impact a student's ability to meet certain requirements needed for their major, graduation, honors, or entry into a graduate program.

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### Advisor Endorsement

Student ID:

Name:

Major:

Course Subject and Number (ex. ANT 100):

I certify that this student has been advised regarding Pass-Fail and is eligible to pursue this grade option:

- Student has earned  credit hours (*minimum required is 45 credits earned on the transcript*)
- Student is taking this course as either a  free elective  or cognate (not shared with the LEP)

**Advisor or Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Student Authorization

I have read and understand the general regulations and information pertaining to the Pass-Fail option and accept responsibility for the consequences of this election. I understand that once I have selected the Pass-Fail option it will not be possible to revert to a graded option following the add/drop period for the course(s).

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note: Students may [create a digital ID](#) using their SCSU email by clicking the signature block above, or the form may be accepted without signature from your SCSU email.*