

# ~ REQUEST FOR PASS/FAIL GRADING ~

OFFICE OF THE REGISTRAR, 101 MONTANA HALL, MONTANA STATE UNIVERSITY, BOZEMAN, MT 59717-2660

**NAME:**

.....  
LAST, FIRST MIDDLE (MAIDEN/FORMER NAMES)

**STUDENT ID:**

OR  
SOCIAL SECURITY #

**MAILING ADDRESS:**

WITH  
CITY, STATE, ZIP CODE

♦ I REQUEST PERMISSION TO TAKE THE FOLLOWING NON-MAJOR ELECTIVE COURSE ON A PASS/FAIL BASIS:

SUBJECT	NUMBER	SECTION	TITLE	CREDITS	SEMESTER (SPRING, SUMMER, FALL)	YEAR

♦ MY CURRICULUM IS (MAJOR & CONCENTRATION): .....

♦ I AM REGISTERED FOR/WILL REGISTER FOR ..... CREDITS THIS SEMESTER.

♦ I HAVE COMPLETED THE FOLLOWING COURSES ON A VOLUNTARY PASS/FAIL BASIS:

SUBJECT	NUMBER & SECTION	TITLE	CREDITS

♦ INSTRUCTOR'S REQUIREMENTS FOR OBTAINING A PASSING, "P," GRADE IN THIS COURSE:

INSTRUCTOR MUST ATTACH A SEPARATE STATEMENT OF REQUIREMENTS

**APPROVED BY:**

.....  
SIGNATURE OF INSTRUCTOR

.....  
DATE

.....  
SIGNATURE OF ADVISOR\*

.....  
DATE

\*INDICATES APPROVAL FOR AN UNDERGRADUATE STUDENT TO APPLY CREDITS TOWARD GRADUATION

.....  
SIGNATURE OF STUDENT'S COLLEGE DEAN\*\*

.....  
DATE

\*\*GRADUATE STUDENTS: CONTACT THE GRADUATE SCHOOL

♦ Courses taken on a Pass/Fail basis may not be applied toward completion of core requirements. ♦ Pass/Fail courses must be outside the undergraduate student's department and must not be courses required for graduation. ♦ Pass/Fail requests cannot be accepted after the 10th day of university instruction. ♦ Summer session Pass/Fail deadlines are the same as Summer "add" deadlines. ♦ An undergraduate student may not register for more than one credit pass/fail elective course per semester, excluding one credit activity courses in physical education (i.e., one pass/fail elective and one physical education activity course). ♦ There is no GPA or credit requirement for taking a physical education activity course on a pass/fail basis. ♦ A maximum 12 credits of pass/fail elective courses may be taken during an undergraduate career. ♦ A student will register for a pass/fail course in the same manner as non-pass/fail courses. ♦ If a student wishes to change a pass/fail registration to request a grade or change, a letter must be submitted to the Registrar requesting this and bearing the approval signature of the instructor and the advisor. This letter must be submitted before the end of the 10th day of the semester. ♦ Requests for exceptions to the above regulations by undergraduates and non-degree students should be made in writing and submitted to the Graduation and Admissions Requirements Committee, c/o the Registrar. Graduate students request exceptions through The Graduate School.