



Office of the Registrar  
 Hepburn 214  
 Email: [Registrar@njcu.edu](mailto:Registrar@njcu.edu)  
 Website: <https://www.njcu.edu/registrar>  
 Phone: 201/200-3334  
 Fax: 201/200-2062

## REQUEST FOR PASS – FAIL GRADE

(PRINT) LAST NAME	FIRST NAME	STUDENT ID NUMBER (gothicnet ID#)
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**NOTE TO STUDENT:**

Pass/Fail Options: Students have the option of requesting a final grade of “Pass” or “Fail” instead of a letter grade in an elective course, in a general studies course (but NOT in an ACR course), or in an academic minor program course. The Pass/Fail option is limited to a total of **NINE** semester hours within the student’s total degree program. No more than **ONE** course per semester may be selected under this option.

**During the regular semesters, this application must be filed with the Registrar by November 1<sup>st</sup> for Fall and April 1<sup>st</sup> for Spring. During summer session, the deadline for filing is determined by the calendar for the specific summer session. See summer calendar for dates.**

**STUDENT COMPLETES THIS SECTION:**

\_\_\_\_\_

Current Semester and Year

\_\_\_\_\_

Class#

\_\_\_\_\_

Course Title

\_\_\_\_\_

Instructor's Name  
 Rev 2015

<b>REGISTRAR'S OFFICE USE ONLY:</b>	
_____ Registrar's Staff Initials	_____ Date

\_\_\_\_\_

Student Signature
Date