

Office of Student Affairs • Registration Services • 82 Washington Square East, 2<sup>nd</sup> Floor, NY, NY 10003 (212) 998-5054/55

### Student Information

<input type="radio"/> Ms <input type="radio"/> Mr					<b>N</b>
	First Name	Last Name			ID Number
Street		City	State	Zip Code	Telephone
Department	Major	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		Email Address	

**Instructions:** Fill out the Student and Course Information boxes. Meet with your advisor and obtain his/her signature (your advisor should sign this form last and keep the pink copy). Bring the white copy of this form to the University Registrar at 25 West 4<sup>th</sup> Street. The University Registrar will flag the course to show that no letter grade will be assigned.

**Important Information:** You must be a matriculated student to request a pass/fail grade, and you must make this request **before the end of the 5th week** (fall and spring semesters) or **before the end of the 1st week** (summer semester) of the class. You may not take more than 25% of your total program as pass/fail nor can you take more than 25% of your specialization courses as pass/fail, and you are responsible for complying with these restrictions. Your department may designate some courses as pass/fail, and these are not included in your 25% pass/fail limit. You can select the pass/fail option for **E, V or C** courses **only**. Once you choose the pass/fail grade option for a course, you cannot change it, and you cannot receive a letter grade. To qualify for honors, you must complete at least 64 points toward the degree in letter grades (not pass/fail) in residence at NYU.

**I previously requested a pass/fail option in:**

Course #/Section	Course Title	Semester	Year

**I request a pass/fail grade option for:**

Course #/Section	Course Title	Semester	Year

Student Signature	Date	Advisor Name	Advisor Signature	Date