



OFFICE OF THE REGISTRAR

Hepburn Hall-214

Email: Registrar@njcu.edu

Website: www.njcu.edu/registrar

Phone: (201) 200-3334 Fax: (201) 200-2062

Use Adobe Acrobat Reader DC to complete this form. If needed, this can be [downloaded from Adobe.com](http://adobe.com) for Free.
1. All fields with a red box are required.
2. Once form is completed, click on the SUBMIT button and the request will be emailed to registrar@njcu.edu. If errors are encountered, save the PDF form and either email registrar@njcu.edu or fax: 201-200-2062.

REQUEST FOR PASS – FAIL GRADE

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(PRINT) LAST NAME

FIRST NAME

STUDENT ID NUMBER

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 15th for Fall and April 15th 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

REGISTRAR’S OFFICE USE ONLY:

Registrar’s Staff Initials

Date

Student Email **(Required)**

Student Signature

Date

(Type your name as your signature on the line above.)

PRINT

SUBMIT