



**ROOM: NVC 5-215 - TELE:(646) 312-4260**  
[academic.advisement@baruch.cuny.edu](mailto:academic.advisement@baruch.cuny.edu)

**REQUEST FOR PASS/FAIL GRADE**

Date \_\_\_\_\_ S.S. # \_\_\_\_\_

Name \_\_\_\_\_ Degree Objective \_\_\_\_\_  
(Please Print) Last First MI

Address \_\_\_\_\_  
Street City State Zip Code

Baruch E-Mail Address only: \_\_\_\_\_

I would like to have a P/F grade in \_\_\_\_\_ Semester: \_\_\_\_\_  
Course Section

Student's Signature \_\_\_\_\_  
Date \_\_\_\_\_

**The form must be submitted to the Center for Academic Advisement by the deadline date (see below)**

**EFFECTIVE: FALL 2011 for ALL Students (new, re-entry and continuing)**

**Please review the restrictions and conditions of the P/F grade:**

1. The Pass/Fail option is valid for students in the Weissman School of Arts & Sciences.
2. Students are allowed only **ONE** Pass/Fail option during any semester.
3. Students are allowed only **TWO** Pass/ Fail grading options (grades) toward their undergraduate degree. This option may **NOT** be exercised within the credit area/requirements for a students' **major, minor** or towards the fulfillment of **Tier One, Tier Two or Tier Three** of the degree requirements.
4. Students are **not** allowed to use the Pass/Fail option for: English 2800, 2850 or Literature 2800, 2850, CMP 2800 or 2850 or 1000 level courses offered by the Natural Science Department
5. The Pass/Fail grading option **may not** be used for the additional BA requirement: foreign language, natural science and cultural studies.
6. The form must be signed by the faculty member (your instructor) and returned to the Center for Academic Advisement within the **first 3 weeks of the semester (1<sup>st</sup> week in summer session)**.

**IMPORTANT:** The Pass/Fail option cannot be rescinded once you have submitted your form. This policy will remain in effect regardless your final grade in the course (A-F).

**IMPORTANT:** If you receive an **F** grade, this grade is included when computing your semester and overall grade point average.

Students who transfer from the Weissman School of Arts and Science to the Zicklin School of Business and the School of Public Affairs **AND All** undeclared students who transfer to the Zicklin School of Business, or the School of Public Affairs, will have **ALL P grades** changed to the earned letter grades on file with the Office of the Registrar.

**For questions and further information –Contact Academic Advisors:** Marvin Rodriguez 646-312-4264 or  
Vilmarie Rosario, 646-312-4265