**Montana State University**
**Office of the Registrar**

# REQUEST FOR PASS/FAIL GRADE

***Please Print***

1. Name _____SID -_____
   Last, First, Middle

2. Local Address _____
   Street City State Zip Code

3. I request permission to take the following non-major elective course on a pass/fail basis
   _____ Semester, 20_____:
   Spring/Summer/Fall Year

| Subject | Num. | Sec No. | Course Title | Credits |
|---|---|---|---|---|
| _____ | _____ | _____ | _____ | _____ |

4. My curriculum is _____

5. I have registered for _____ credits this semester.

6. I have already completed the following courses on a voluntary pass/fail basis:

| Subject | Num. | Sec No. | Course Title | Credits |
|---|---|---|---|---|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

7. **Class instructor's requirements for obtaining a grade of "P" in this course.**
   **(This instructor must attach a separate statement of requirements.)**

Approved: _____ Approved: _____
**Class Instructor** **Advisor**
(Indicates approval for an undergraduate student to apply credits toward graduation.)

Approved: _____
***College Dean's Signature**

*****Graduate students contact the Dean of the College of Graduate Studies. Undergraduate students contact the Dean of your college.

1. Courses taken on a pass/fail basis may not be applied toward completion of core requirements. An undergraduate student may take pass/fail basis only courses that are outside of the department and are not required for graduation.
2. Pass/Fail requests cannot be accepted after the 10th day of university instruction.
3. Summer semester pass/fail deadlines are the same as the "add" deadlines.
4. 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. (This means one pass/fail elective and one physicals education activity course.)
5. There is no GPA or credit requirement for taking a physical education activity course on a pass/fail basis.
6. A maximum 12 credits of pass/fail elective courses may be taken during an undergraduate career.
7. A student will register for a pass/fail course in the same manner as other courses.
8. 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 class day of instruction of the semester.
9. 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 Student Academic Appeals Board, c/o the College of Graduate Studies