



## Pass/Fail Course Request Form

This completed form must be returned to the Registration and Records office located in Student Services at the time of registration and **cannot be changed** once late registration has ended. Students planning to transfer to senior institutions are discouraged from taking courses under the pass/fail option.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

IECC ID Number: \_\_\_\_\_ email: \_\_\_\_\_@iecc.edu

Major: \_\_\_\_\_ Check one:  Freshman  Sophomore

Earned Credits: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

**Instructions:** Provide the Course Reference Number (CRN), course number, Instructor, and the semester/year for which you are requesting the pass/fail option. You may use 1 form for up to 2 courses. **Sign and secure your advisor's approval.**

CRN	Course Number	Instructor's Name	Semester/Year

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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**Pass/Fail policy guidelines:**

1. A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
  2. A student enrolled in a transfer degree may not take general education requirements for pass/fail credit.
  3. A student enrolled in a certificate or an Associate in Applied Science degree program may not take certificate/degree courses for pass/fail credit. Exceptions: NUR 1206, NUR 2205, or those courses entitled "Internship" or "Seminar".
  4. A student may take continuing education courses for pass/fail credit.
  5. A student must earn a C or better to receive a P in a pass/fail course.
  6. A grade of F\* (Fail) or P (Pass) will not be computed in the grade point average.
  7. Applicable tuition and fees apply.
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**Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_