

The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

APPLICATION FOR PASS/UNSATISFACTORY OPTION

NAME: ID #: <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <input type="checkbox"/> Last <input type="checkbox"/> First <input type="checkbox"/> M.I. <div style="width: 30%; text-align: center;"> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> (8 digit TCNJ ID or 9 digit S.S. #) </div> </div>	
PHONE: EMAIL: 	MAJOR:
ADDRESS: State Zip <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Street City </div>	

CLASS: So. Jr. Sr.

COMPREHENSIVE POLICY STATEMENT OF PASS/UNSATISFACTORY OPTION FOR UNDERGRADUATE STUDENTS

1. Application for the P/U Option is available in the Office of Records & Registration.
2. P/U Option may be elected during the first four weeks of a semester, or the first two weeks of any quarter; a student may change from graded status to ungraded status, or from ungraded status to graded status within these time limits. **NO CHANGES ARE PERMITTED AFTER STATED TIME LIMITS.**
3. P/U Option is limited to matriculated students who have earned a minimum of twenty-five credits, with a minimum of a "C" (2.0) cumulative average, before electing the P/U Option. Students on academic probation are not permitted to exercise the P/U Option.
4. Only one course per semester is permitted under the P/U Option.
5. Courses taken Pass/Unsatisfactory cannot be used to fulfill a student's requirements for a major, minor, or general education.
6. A maximum of twelve credits may be elected under the P/U Option. Course work officially graded as authorized in the Undergraduate Bulletin (e.g., student teaching) is not considered as part of the student's P/U Option limit.
7. Grades of A, B, C, D will be converted to P (pass). A grade of F (fail) will be converted to U (unsatisfactory). The final grade (P or U) is not computed in the cumulative average. Only the grade P is credited toward graduation requirements.
8. Credits accumulated under the P/U Option will not be counted in the minimum needed for graduation honors.
9. P/U Option is not available to Summer Session students.
10. The P/U Option is considered a confidential matter between the student and the registrar's staff; the use of the P/U Option will not be disclosed to the faculty prior to the conversion of grades.

I have read the above regulations and wish to take the following course under the PASS/UNSATISFACTORY option:

Course #	Course Title	Instructor
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SEMESTER: Year _____ Fall Spring

Signature Date

FOR OFFICE USE ONLY

Granted By Whom: _____

Denied Date: _____

Reason: _____