



Request for Change of Grade Type (Pass/Fail)

Please note: After filling out your portion of this form, it must be signed by both your professor and an advisor at the Center for Student Success and then handed in at the Registrar's office.

Semester: Spring _____ Summer _____ Fall _____ Winter _____

1. From Grade (A, A-, B+, B, B-, C+, C, C-, D+, D, F) to P/F. Students may request the P/F (Pass/Fail) grade type in letter grade courses with the instructor's written approval. This option can be exercised only in Elective courses. *This option may not be used for major, minor, concentration, school core, or general education courses.
2. From P/F (Pass/Fail) to grade (A, A-, B+, B, B-, C+, C, C-, D+, D, F) grading. Students may request a letter grade in P/F courses with the instructor's written approval.

Name: R#: Date:

Ramapo e-mail address:

Course Title:

Course ID#: CRN#: Credits:

Student's Major: Student's Signature:

Requests must be filed before the end of the Drop/Add period. Once a request is filed, it may not be changed. Note: Students who request the P/F type of evaluation should be aware that if a course is not satisfactorily completed an "F" will be recorded on the transcript and the cumulative average negatively affected. This option may be selected for a total of no more than 4 out of each 12 credits earned for a grade.

For further information on both procedures consult the College Catalog.

Instructor Signature:

Center for Student Success Signature:

Center for Student Success: Sign and inform student to bring to Registrar.