



OFFICE OF THE REGISTRAR

o. (201) 684-7695 | f. (201) 684-7956
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CHANGE OF GRADE TYPE (PASS/FAIL) REQUEST

This form it must be approved by both the **instructor** and an **advisor in the Center for Student Success** before being submitted to the Office of the Registrar.

Student Information

Last Name: _____ First Name: _____

R# _____ Ramapo Email: _____@ramapo.edu

Major: _____

Course Information

Fall Winter Spring Summer Year: _____

Course Title: _____

CRN: _____ Course Section ID (ex. BIOL 101-01): _____ - _____

Change Grade Type:

- From Letter Grade (A-F) to Pass/Fail (P/F). Students may only request a P/F grade with the instructor's and Center for Student Success' approval. This option **may not** be used for major, minor, concentration, school core, or general education courses. It can **only** be utilized for elective courses.
- From Pass/Fail (P/F) to Letter Grade (A-F). Students may only request a letter grade in P/F courses with the instructor's approval.

Requests must be submitted to the Office of the Registrar by the deadline by posted in the [Academic Calendar](#). Once a request is processed, it cannot not be reversed. Students who request P/F grading should be aware that if a course is not satisfactorily completed, an **F** will be recorded on your transcript and your cumulative grade point average (GPA) will be negatively affected. This option may be selected for a total of no more than **4 out of each 12 credits** earned for a grade.

SIGN HERE →

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student Success' Signature: _____ Date: _____

Registrar Use Only

Initials: _____ Date: _____

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