

**Application for Undergraduate Pass/ Fail Option**  
**During Remote Operation and Instruction**

**REQUIREMENTS FOR PASS/FAIL APPLICATION:**

1. You must be matriculated.
2. Only intellectual foundation courses other than CWP 101 and CWP 102, all college electives, and certain major or minor courses may be taken pass fail. Confirm with your advisor that the course you'd like to take pass fail can be taken pass fail."
3. During Remote Operation and Instruction, there is no limit to the number of PF courses a student can take.
4. The Pass/ Fail option cannot be used to repeat courses where the previous taking earned the student a letter grade (A through E).

**INSTRUCTIONS FOR STUDENTS**

1. Complete the fields in this form, save a copy of this document and forward the document as an attachment to your advisor (not the faculty member of your course) from your Buffalo State email account. You can locate the name and email address of your advisor in the top right hand corner of your Degree Audit page. (Sending this request through your Buffalo State email account is the substitute for physically signing the form.)

**INSTRUCTIONS FOR ADVISORS**

1. If the requested course is acceptable for students to take as Pass/ Fail, please fill in your name or signature, save the form and then forward this document on to the Office of the Registrar via the [REGOFc@buffalostate.edu](mailto:REGOFc@buffalostate.edu)  
(Sending this request through your Buffalo State email account is the substitute for physically signing the form.)

Student Name (First and Last):

Banner ID:

Student Major:

Year & Semester (ex: Fall 2020):

Coursecode  
(ex:HIS107)

CRN (4 DIGITS)

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Signature/ Name of Student

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DATE

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Signature/ Name of Academic Advisor

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DATE

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Registrar's Office Use

Completed