



Pass/Fail Request Form

Students wishing to take a course on a pass/fail basis should complete the Pass/Fail Request Form. In order to be eligible to exercise the pass/fail grading option, students must meet the following requirements:

- Students must be in their first two terms at Kaplan University.
- The selected course must be a 100-level course.
- No more than four courses can be taken on a pass/fail basis.
- No more than two courses can be taken pass/fail within one term.
- The Pass/Fail Request Form must be submitted by or postmarked no later than 5:00 pm EST on the Tuesday of the fifth week of the term.
- Requests for exceptions to the deadline will not be approved.
- Students may not make pass/fail grading arrangements with their instructors or Advisors.
- Students must complete all assignments and exams or they will receive a failing grade in the course.
- Student's requests to exercise the pass/fail grading option will not be shared with their instructors.

First Name: _____ Last Name: _____

Email Address: _____ User Name: _____

Term: _____ Course Name: _____

Course Number: _____ Section Number: _____

Instructor Name: _____

After careful consideration, I have decided to complete the above course on a pass/fail basis. I understand that if I receive an "F" for the course, an "F" will be recorded on my transcript and calculated into my cumulative grade point average. I understand that if I receive a grade of "D" or above, it will be recorded as a "P" on my transcript, but not calculated into my cumulative grade point average.

If you submit grades to employers, to funding agencies, to other academic programs, or you anticipate transferring to another institution, you should consult the appropriate offices before electing the pass/fail option. Choosing to take a course on a pass/fail basis is an important decision and one that should not be made until you've read and understand the stated policy.

Student Signature: X _____ Date: X _____

Requesting the Pass/Fail Grading Option

- A. Students should complete the Pass/Fail Request Form, which is located under the Registrar tab on the KU Campus site.
- B. Students should sign and complete the Pass/Fail Request Form and fax it to 800.588.4127 (Toll Free), or mail it to The Kaplan University Online Registrar's Office, 550 West Van Buren, 7th Floor, Chicago, IL 60607.
- C. The Online Registrar's Office will review the Pass/Fail Request Form.
- D. The Online Registrar's Office will send a notification to students via email, indicating whether their requests has been approved or denied.
- E. After final grades are posted, students' grades will be changed to a "Pass" or "Fail" accordingly.
- F. Students will be notified by email that their grade has been updated.

Completed forms must be printed, signed, and returned to: The Kaplan University Online Registrar's Office, 550 West Van Buren, 7th Floor, Chicago, IL 60607 or via fax to 800.588.4127 (Toll Free).

Forms not received by 5:00 pm ET of the Tuesday of the fifth week of the term will not be accepted.