

**REQUEST FORM FOR PASS/FAIL AND AUDIT GRADES**

This request is for a PASS/FAIL \_\_\_\_\_ AUDIT \_\_\_\_\_ (PLEASE CHECK)

STUDENT NAME: \_\_\_\_\_ TERM: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

In making this request, I understand and agree to the terms listed below.

- I make this request to take the course listed above for an AUDIT or Pass/Fail grade (as indicated above) prior to the third class meeting (for a standard eight or ten session course) or prior to the second class meeting (for a five session or shorter course). I understand that this request, once approved, is not reversible.
- I will not be able to use this course to satisfy a requirement in a Certificate program.
- Should I later wish to pursue a Certificate program in which this course is required or offered as an elective (except for 11.25 hours or shorter Real Estate courses), I will have to retake this course on a graded basis in order to receive credit for the course.
- At the Program Director's discretion, I may be permitted to take a substitute course to satisfy the program requirement.
- For Pass/Fail grades, I understand that the instructor will not modify the requirements of this course based on my pass/fail status, and I will complete all assignments, attend all classes and fully participate in the course.

This form becomes effective after it has been signed by the student and the Program Director, and returned to the CAPS Registrar. Please email this form to [caps@baruch.cuny.edu](mailto:caps@baruch.cuny.edu)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_