



PASS / NO CREDIT REQUEST FORM
STUDENT ADMINISTRATIVE SERVICES
PO Box 5575
POTSDAM, NY 13699-5575
P. 315-268-6451 · F. 315-268-2321

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course: \_\_\_\_\_
Subject & Catalog # Course Title

The requested course is: [ ] A free or undesignated elective [ ] A required course for my major/minor\*

\*Engineering students may only take free or undesignated electives, or courses taken in excess of the 120 credits required for graduation as pass-no credit. All other majors: secondary approval is required.

By signing this form, I am requesting the class listed below to be graded on a pass/no credit basis. I understand that in order to receive a "P" in this course, I must achieve an equivalent letter grade of a "C" or higher.

Student Signature

Date

Approval required for all course requests:

Student Advisor

Date

\*Secondary approval for courses which are required for a major/minor:

Major/Minor Department Chair

Date

Course Department Chair

Date

Clarkson Regulations III-N, Pass-No Credit http://www.clarkson.edu/studentaffairs/regulations/iii.html#N

Undergraduates may take up to 24 credit hours on a pass or no credit (P/NC) basis. Up to six hours may be taken per semester with the following provisions:

- a. Any free or undesignated elective may be taken on a pass or no credit basis without further restriction. (Free or undesignated electives are those courses in a student's curriculum upon which there are no restrictions or limitation other than the listed prerequisites.)
b. With the approval of the degree-granting department or program and the department supervising the course, any other course may be taken on a pass or no credit basis.
c. No course having non-zero credit hours that is used to satisfy a requirement for a minor may be taken on a pass or no credit basis.

Copy distribution: [ ] Major Department

[ ] End of term: Official grade verified & updated