Pass/Fail Option

During Add/Drop Period:
- STUDENT USES SPIRE
- no forms needed

After Add/Drop Period, Before Mid-Semester:
- FORM: “Course Change Request”
- SIGNATURE: student

After Mid-Semester:
- Only allowed in cases of extenuating circumstances
(poor performance in the class is not acceptable grounds)
- REQUIRES: advising from Academic Dean’s Office before filling out forms
- FORM: “Course Change Request”
- SIGNATURES: student and Academic Dean, SPHHS

“Course Change Request” forms available:
Registrar’s Office, 213 Whitmore
Academic Dean’s Office, 125 Arnold House