



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Graduate Request to take Undergraduate Course as Pass/Fail

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Name:	EID:
Email:	Phone:
Address:	

I request permission to take as pass/fail the following course(s) during the following semester/year:

Semester/Year <small>(circle one)</small>	CRN	Subject	Course Number	Credit Hours
FA WI SU Year: _____				
FA WI SU Year: _____				

_____ REMOVE the Pass/Fail for the above course(s)

Graduate Program: _____ Academic Department: _____

I understand that pass-fail enrollment is allowed for **undergraduate courses** that WILL NOT apply to my graduate program of study. NO graduate course may be taken as pass/fail. I will consult the Office of Records and Registration website for deadline dates associated with this action.

Student Signature

Date

Program Coordinator Signature

Date

Please submit completed requests via mail, fax or email:

**Office of Records and Registration
 303 Pierce Hall
 Ypsilanti, Michigan 48197
 Email: registrar@emich.edu
 Fax: 734.487.6808**

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Processed in Banner: _____	_____
Staff Signature	Date