

PASS/FAIL Option eFORM

How to complete the Pass/Fail Option eForm

Tutorial for Students

BLOOMSBURG UNIVERSITY
MY HUSKY

- Dashboard
- Action Items
- Schedule
- Enrollment
- Academics
- Finances
- Financial Aid
- Admissions
- Electronic Forms**
- Class Information
- My Profile
- Manage Guests

Dashboard

Hello

What I Owe

I Owe:

2022 Spring

Outstanding Charges:
\$0.00

2021 Fall

Outstanding Charges:
\$0.00

2021 Summer

Outstanding Charges:

Shopping Cart 2021 Spring

You are not

Wait List 2021 Spring

Log into MyHusky and click
the link for Electronic
Forms

Electronic Forms

[Prior Approval of Transfer Credit](#)
[UGRD Application for Graduation](#)
[GRAD School Application for Graduation](#)
[Application for Certificate](#)
[Add / Change Major / Minor](#)
[Student FERPA - Release Financial Info](#)
[Submit Financial Aid Documents](#)
[509 Internship Application\(View Affiliation Agreements\)](#)

[View Previously Completed/Submitted Forms](#)
[View Previously Submitted FA Forms](#)

[Pass/Fail Request](#)



Click on the link for Pass/Fail Request



TASK : Elect a Pass-Fail Course Option

eForm ID: 122790

Student and Course Information

A degree student may elect courses on a pass/fail basis until the **final day of the Drop/Add period.**

Courses taken using the Pass/Fail Option must be **free electives**. The following may not be taken using the Pass/Fail Option:

- Major requirements including cognate courses
- Minor requirements
- Courses used to fulfill General Education points

Please review PRP 3454 to ensure compliance with the Pass-Fail Policy: [PRP 3454 Undergraduate Pass-Fail](#)

STUDENT INFORMATION

Current Date 08/16/2021

Student ID

Student Name

Student Email

Student Phone

COURSE INFORMATION

After attaining sophomore standing, a degree student may elect courses on a pass/fail basis until the final day of registration in accordance with the following rules:

–A maximum of two courses (not more than eight semester hours in total) may be included as part of the minimum graduation requirement of 120 semester hours. No more than one Pass/Fail Option course may be taken in any one semester.

–The instructor is not informed that the student is exercising the Pass/Fail Option for Students. The letter grade reported by the instructor is later translated by the Registrar's Office into a grade of "P" or "F" in accordance with PRP 3522:

[PRP 3522 - Grades, Quality Points and Quality Point Averages](#)

–A grade of "P" and "F" does not enter the computation of a quality point average.

–If, subsequent to the completion of a course on a Pass/Fail Option for Students basis, the student changes their major to one in which the instructor's original grade is required, they may request that the chairperson of the academic department be notified of the actual letter grade earned.

–A student who has received a grade of "F" in a course may not take it later on a Pass/Fail Option basis.

–The student may revoke a decision to take a course on a Pass/Fail Option basis. The revocation must be completed by the close of the business day three weeks after the middle day of the semester. This will allow the pass/fail option to be used again.

Please read all information and instructions carefully PRIOR to beginning the Pass Fail Request eForm.

Your student information will populate this segment of the form along with other pertinent information regarding the Pass/Fail option.

It is the responsibility of the student to review the information in PRP 3454 Undergraduate Pass/Fail Policy and PRP 3522 Grades, Quality Points and Quality Point Averages as it directly relates to taking a course Pass/Fail.

Address any questions or concerns with your Academic Advisor PRIOR to submitting this form.

ONE COURSE MAY BE ELECTED TO BE TAKEN PASS/FAIL ON THIS FORM.

If more than one course is elected for the Pass/Fail option the form will be recycled back to you for updates.

Select ONE course from your schedule of classes listed below by checking the box under Pass-Fail Option next to the COURSE you wish to elect as a Pass/Fail.

First 1-6 of 6 Last

Class Section	Term	Subject Area	Catalog Number	Course Title	Pass-Fail Option - Check ONE
1 96	2216	EGGS	107	EGGS-107-96-NATURAL DISASTERS	<input type="checkbox"/>
2 01	2216	SPANISH	211	SPANISH-211-01-SPANISH CULT &	<input type="checkbox"/>
3 02	2216	MGMT	345	MGMT-345-02-HUMAN RESOURCE MGT	<input type="checkbox"/>
4 01	2216	MGMT	370	MGMT-370-01-MANAGERIAL DM	<input type="checkbox"/>
5 02	2216	MGMT	449	MGMT-449-02-ORGANIZAT BEHAVIOR	<input type="checkbox"/>
6 01	2216	FINANCE	323	FINANCE-323-01-FIN MARKETS & I	<input type="checkbox"/>

COMMENTS

Submit

You may choose ONE course per eForm.

If you choose more than one course the form will be recycled back to you for updates and you will risk missing the established deadline to elect the Pass/Fail option.

- The form will populate your enrollment for the **current term**
- All courses will display.
- Click on the check box next to the ONE course you wish to take Pass/Fail.
- You can expand the comments section by clicking on the arrow to enter any information you feel is relevant.
- Click submit.
- Please monitor your MyHusky email for a notification on the approval/denial of your request.