



# Bentley University

## PASS/FAIL DECLARATION FORM

Students may declare a course as Pass/Fail provided it meets the guidelines listed below. The Pass/Fail option is not available to Graduate Students. **This declaration is irrevocable after the last day to drop a course without record.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bentley ID#: \_\_\_\_\_ Class code: \_\_\_\_\_ Major: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Term	CRN	Course Number and Section	Instructor

This course will be used as \_\_\_ Art/Science Elec; \_\_\_ Bus Related Elec; \_\_\_ Unrestricted Elec

**\*\*Please note Pass/Fail option may not be used in the LSM or Business Studies Major\*\***

### Policies Governing the Pass/Fail Option:

- You must complete and sign a Pass/fail Declaration Form and submit it to the Registrar's Office **WITH A COPY OF YOUR DEGREE WORKS AUDIT**. The form must be received **prior to the end of the add/drop period**.
- Eligibility:
  - A student must be a sophomore, junior, or senior (class codes 3-8).
  - A student is limited to 3 credits or one pass/fail during their academic career. A student will be permitted to take a 4-credit Natural Sciences course pass/fail only if it is fulfilling and Arts & Science or Unrestricted elective requirement.
  - This course may only be used as a Business Elective, Arts & Science Elective or Unrestricted Elective. Students are not allowed to use this option toward their General Education, Humanities/Social Science elective, MA/NS elective, Business Core, Primary Major requirements, LSM or Business studies major.**
  - Pass/Fail grades may be applied to courses in the Minor. Certain BA majors that require a Business Studies minor or major are not able to use the Pass/Fail option for the Business minor or the Business studies major. You are advised to check with your major advisor if you are unsure.
  - The Pass/Fail option may not be used for Honors courses, courses taken in a Bentley Education Abroad Program, short-term programs, study tours, internships, tutorials, directed studies and SL 120/121 courses. Departments have the right to opt out of the pass/fail option for certain courses in their department. If a department has decided a course cannot be taken pass/fail it will be listed in the notes section of the course
  - 5-Year students are restricted from taking pre-program required courses or courses for advanced credit standing as Pass/Fail.
- Grading:
  - Faculty will submit numerical grades which will be converted by the Registrar's Office.
  - The Registrar's Office will convert the grade to 'P', 'D' or 'F'.
    - A 'P' will not count toward a student's cumulative or term GPA. A 'P' will be issued for numeric greater than or equal to 1.7.
    - A 'D' will be calculated in a student's cumulative and term GPA. A 'D' will be issued for numeric grades between .7 and 1.3. A 'D' will calculate as a 1.0 in the cumulative or term GPA.
    - An 'F' will be calculated in a student's cumulative and term GPA. An 'F' will be issued for a numeric grade of 0.0 or a letter grade of 'F'.