



# Pass/Fail Request

This form should only be used by students who wish to take a course Pass-Fail. Students may only change to or from Pass-Fail status through the end of the Drop/Add period

Step 1: Please provide the following information

Student Name: \_\_\_\_\_  
Last First Middle

Student ID Number: 

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Are you a Scholarship Student?  YES  NO

Semester:  Fall  Spring  Summer Year: 

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Subject: 

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 Number: 

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 Section: 

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 Course Title: 

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Please be advised that the following restrictions apply:

1. A student electing the Pass-Fail option must be in good standing (not on academic probation) and should be of sophomore standing or above.
2. No more than 12 credit hours may be taken under the Pass-Fail option and no more than one course in any one semester.
3. No course taken on the Pass-Fail option may be used to satisfy the general education requirements or be taken in one's Major or Minor.
4. No course may be repeated on a Pass-Fail option. A course for which the grade "P" has been received may not be repeated.

Step 2: Obtain required signatures and submit completed form to the **Office of the Registrar**

*Please be advised that the Office of the Registrar only accepts forms that are complete and reserves the right to return forms that are missing information required for processing.*

\_\_\_\_\_  
Student signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Department Chair Signature

**Office of the Registrar**  
**American University of Kuwait**  
Tel: + (965) 2224 8399 ext. 3164  
Fax: + (965) 2571 5891

**RO USE ONLY:**  
Processed by: \_\_\_\_\_  
(Initials)  
Date: \_\_\_\_\_