Pass/Fail Grade Request for Visiting Students at NYU

Visiting, non-degree students who were admitted through the Office of University Programs, are permitted to declare one (1) course pass/fail per semester of study, including January Term and Summer Sessions. When a student requests a pass/fail grade, the final letter grade submitted by the course instructor is automatically changed by the NYU Registrar to a grade of P (pass) or F (fail). Grades of A-D are changed to a P grade. Grades of F will be reported as F on the student’s permanent record. Course instructors are not made aware that a student has filed a pass/fail request. P grades are not counted in a student’s GPA; F grades are included in GPA.

Pass/fail grade request deadlines:

**Fall and Spring Semesters**: Within five (5) weeks of the start of term.
**January Term**: Within one (1) week of the start of term.
**Summer Sessions**: Within one (1) week of the start of the session.

*Please note that pass/fail requests cannot be reversed. Once a pass/fail grade request is submitted and approved, it is permanent on the student’s record and the student cannot receive a letter grade.*

To request a pass/fail course grade, visiting students must complete the below information and submit this form to the University Programs academic advisor at the Academic Resource Center, 18 Washington Place, for approval.

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**Visiting Student Name (First and Last)**

**NYU N#**

**I hereby elect to earn a pass/fail grade in the below NYU course:**

Course Title: ________________________________

Course Number and Section: ____________________ Term: ____________________

Course Day/Time: ______________________________

*I confirm I wish to take the above course for a grade of pass/fail, and I acknowledge this request is irreversible:*

Visiting Student Signature ___________________________ Date __________

University Programs Signature ___________________________ Date __________