



Harvard Division of Continuing Education

Academic Services, 51 Brattle Street, Cambridge, Massachusetts 02138-3722 || academicservices@extension.harvard.edu

Summer Term 2023 Pass/Fail Request Form (Harvard College Undergraduates Only)

The Pass/Fail grading option is available in most Summer School courses and only to degree-seeking Harvard College students. The following courses are not available on a Pass/Fail basis: expository writing (EXPO), creative writing (CREA), education (EDUC), and management (ISMT, MGMT) courses. Students must enroll in these courses for a letter grade. Harvard College undergraduates may enroll in a maximum of 8 units of undergraduate credit for a Pass/Fail grade. Students should consult the *Harvard College Handbook for Students* for more information.

Instructions to Students

1. Please print neatly.
2. Provide all the information requested and ask your instructor to sign the form.
3. Email the completed form to Academic Services at academicservices@extension.harvard.edu per the program deadline and instructions on the bottom of this form. Requests for the Pass/Fail grading option and changes will not be considered after these deadlines.
4. Academic Services will confirm the change in grade mode by return email to both the student and faculty once reviewed.

SESSION	General program (June 20–August 4)	Study Abroad Programs (Dates Vary)
DEADLINE	Friday, July 7	Before the 7th calendar day of respective program

A. Student Information

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
HARVARD ID NUMBER		
Telephone number _____		E-
mail address _____		

B. Course Information

example: 32373 | BIOS | S-74 | Marine Life and Ecosystems of the Sea

Required: 5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)

Instructor name _____

Instructor email _____

B. Confirmation of Grade Mode Change

By submitting this form, students are requesting the grading basis for the listed course be changed from Letter grade mode to Pass / Fail grade mode. Students are encouraged to discuss any changes with their resident dean and / or consult the Harvard College Summer School student handbook before requesting any change in grade mode. Harvard Summer School staff is not able to offer academic counseling to students with questions regarding grade basis and how it would impact the student's academic progress. Submission of this form confirms that the student and faculty agree to the Pass / Fail grade mode.

Student signature _____ Date _____

Instructor signature _____ Date _____

Students may submit the signed and completed form in two manners:

- 1) Complete the form in full then print the form for your faculty to sign in person. Once signed, scan / photograph the form and submit the form to Academic Services. This is the preferred method to submit the completed form.
- 2) Complete the form electronically and email it to your faculty to complete. Faculty can enter an e-signature if unable to meet in person. When the form is e-signed, students can email the form and open copy the faculty to the submission. Academic Services may confirm the request with the faculty directly.

This form should be submitted via the student's college email address and should be received prior to the respective deadline on the form. Academic Services will begin reviewing requests after the initial drop deadline for the respective program. Confirmation will be sent from Academic Services staff to the student and faculty once the form is reviewed and the student record has been updated. Students should keep the confirmation email until final grades are posted.