



Harvard Division of Continuing Education

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

Pass/Fail Request Form Summer 2024 Harvard College Undergraduates Only

The Pass/Fail grading mode 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 or speak with their Resident Dean/academic advising team for more information.

Instructions to Students

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

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.
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 signed, students can email the form and open copy the faculty to the submission. Academic Services may confirm the request with the faculty directly.

The completed form must be submitted by the respective deadline listed below via the student's official Harvard College email. Academic Services will begin reviewing requests on the date listed above. Once reviewed, Academic Services will send an email notification to the student with the request decision and final details. Faculty will be open copied on the correspondence to the student. Students should keep the confirmation email until final grades are posted in middle to late August.

SESSION	Deadline	Review Begins
7-Week Session (June 24-August 9)	Wednesday, July 10, 2024	Thursday, July 11, 2024
4-Week Session July 15-August 8)	Wednesday, July 24, 2024	Thursday, July 25, 2024
Study Abroad Program	Please See Study Abroad Admitted Students Webpage	Next business day following the deadline

A. Student Information

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Surname(s)	First/Given name(s)	Middle name(s)
HARVARD ID NUMBER	Email 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 _____

C. 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. Students are not able to return to a Letter grading mode after receiving a confirmation of approval from Academic Services that their grade mode has been changed to the Pass / Fail grade mode.

Student signature _____	Date _____
Instructor signature _____	Date _____