Declaring a Course Pass/Fail
Undergraduate and Graduate Students

Information for Undergraduates (you may consult the UG bulletin policy on pass/fail here):

- Students may take one elective course pass/fail each semester up to a total of six pass/fail courses.
- The pass/fail option is restricted to free electives (i.e., core requirements and major/minor requirements must be taken for a grade) and must be exercised only for courses within the normal course load for a given semester.
- A department may designate courses as unavailable to the pass/fail option.
- Once a student has decided to take a course on a pass/fail basis, it is not possible, under any circumstances, to record a letter grade for that course.

Information for Graduates:

- If a student elects to take a course pass/fail, the course will not be applied towards the degree, with the exception of language courses. Students are encouraged to follow up with the course instructor once they have submitted the P/F request to ensure the request is considered.

Instructions for Declaring a Course Pass/Fail:

1. Login to MyAccess at https://myaccess.georgetown.edu/
   This would be the same navigation as you use for Add/Drop.
2. Select Student Services
3. Select Registration

4. Click Pass/Fail Course Request
5. If a course is eligible to be declared Pass/Fail, you will have the option to select the course by clicking the radio button beneath the Pass/Fail Request column.

6. Click **Submit** to process your request. An email will be sent to your Dean notifying them of your request.
7. After clicking Submit, the next screen will display a green check mark indicating that “Your request has been submitted” and the course will reflect the new status of Pass/Fail Request Submitted. Additionally, you will receive email confirmation from your Dean that your request has been submitted.

8. Your request will go through the approval process, and you will be notified via email when a decision has been issued. You can also check the status of your request by repeating steps 1-5, to verify that the Pass/Fail Request status reads “Pass/Fail Approved”. Alternatively, you may click on the student detail schedule link within the Registration menu in MyAccess and check the grade mode for the course to confirm it is a P/F grade mode, which is indicated by a grade mode of main campus (pass/fail).