

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:

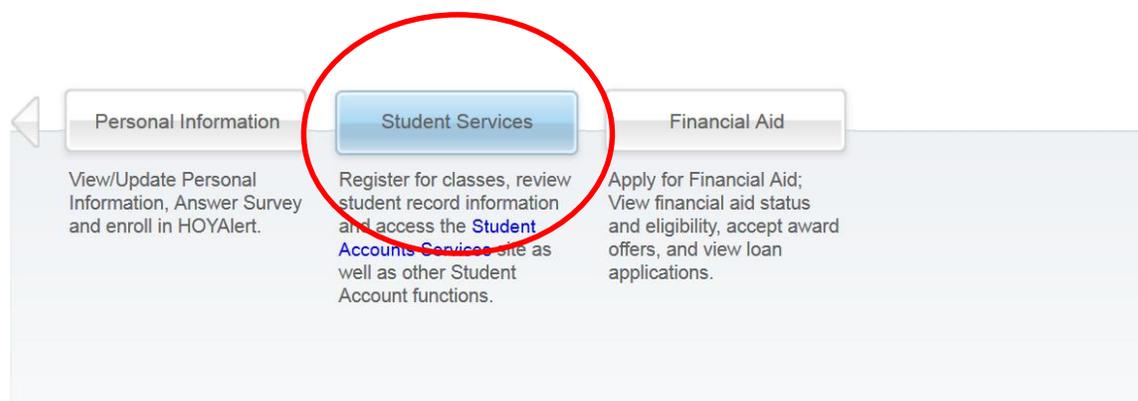
1. Login to MyAccess at <https://myaccess.georgetown.edu/>

This would be the same navigation as you use for Add/Drop.

2. Select **Student Services**



Welcome, Georgetown, to MyAccess!



3. Select Registration

The screenshot shows the MyAccess Georgetown.edu website. The header includes the Georgetown University logo and the URL. Below the header, there is a navigation bar with 'Personal Information', 'Student Services', and 'Financial Aid'. The 'Student Services' tab is active. The main content area is a grid of service tiles. The 'Registration' tile is circled in red. It contains the text: 'Registration Register for academic year courses and view your course schedule, as appropriate.'

4. Click Pass/Fail Course Request

The screenshot shows the MyAccess Georgetown.edu website with the 'Registration' tile expanded. The expanded tile contains a list of links: 'Select Term', 'Registration (Add, Drop, or Waitlist Courses)', 'Student Week at a Glance', 'Withdraw from Course', 'Course Schedules by Campus', 'My Waitlist', 'Student Detail Schedule', and 'Pass/Fail Course Request'. The 'Pass/Fail Course Request' link is circled in red.

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.

Pass/Fail Request

Home > Student Services > Registration > Pass/Fail Course Request

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Total Pass/Fail Courses : 0

Pass/Fail Courses in Fall 2015: 0

Total credits in Fall 2015: 15

Fall 2015

Pass/Fail Request	CRN	Course	Course Title	Credits	Instructor
<input type="radio"/>	28674	FREN 371	19th Century Best Sellers	3.000	Anne O'Neil-Henry
<input type="radio"/>	27011	GOVT 345	Dpt Sem:Cuba Regm Chng Comp Pr	3.000	Eusebio Mujal-Leon
<input type="radio"/>	27023	GOVT 441	New Democracies	3.000	Diana Kapiszewski
<input type="radio"/>	28490	HIST 129	Modern South Asia	3.000	
Not eligible	11804	ITAL 231	Contemp Italy:Topics for Prof	3.000	L. Hipwell

By clicking submit, I acknowledge that I have read and understand the pass/fail policy.

Submit

6. Click **Submit** to process your request. An email will be sent to your Dean notifying them of your request.

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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.

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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)*.