



PASS/FAIL OR AUDIT APPLICATION

BUSINESS ACADEMIC ADVISING OFFICE

Purpose: This application is for Business students who have read and understood the University's policies on taking courses on a pass/fail or audit basis. Students can apply for pass/fail for open elective classes only.

The University's pass/fail policy includes, but is not limited to, the following:

- ☐ You must be a student with at least 44 quarter hours earned and have a GPA of 2.000 or above.
- ☐ Only one course per quarter may be taken on a pass/fail basis, and a maximum of 20 hours (five courses) may be taken pass/fail during a student's career.
- ☐ Courses taken to meet Liberal Studies Program (including learning domain) requirements may not be taken on a pass/fail basis.
- ☐ Courses taken to meet the requirements of a student's major, minor or allied fields of concentration may not be taken on a pass/fail basis.
- ☐ No more than one course in any given department may be taken pass/fail.
- ☐ Only Open Electives may be taken pass/fail.
- ☐ No developmental courses (i.e. WRC courses, MAT 101 or 130) may be taken pass/fail.
- ☐ A class taken for audit is still **charged regular tuition** and financial aid is not always awarded for an audit class. Please always check with DePaul Central to see how you will need to pay for an audit class based on your specific tuition/aid package and student account. You may have to pay out of pocket so please check before making the determination to audit a course.

Please visit Application Deadline at: <https://academics.depaul.edu/calendar/Pages/default.aspx>

Forms should be e-mailed to Monika Guntz: MGUNTZ@depaul.edu. You are notified of a decision via e-mail usually within two weeks of receipt of this application.

Please select one of the following grading statuses: ☐ **Pass/Fail** ☐ **Audit**

for this class: Department and Number (e.g. CMN 203) Five-digit class number (e.g. 31774)

By submitting this application you understand that only open elective classes can be taken pass/fail.

Name _____ DePaul ID number _____

E-mail address _____

Primary telephone number _____ number type: home work cell

Secondary telephone number _____ number type: home work cell

Declared or intended major(s) _____ Declared or intended minor(s) _____

My signature acknowledges that I have read and understood the University's pass-fail policy. I also understand that this application, once approved, is irrevocable.

Signature _____ Date _____

For Office Use Only: DO NOT WRITE BELOW THIS LINE

Hours _____ GPA _____

Previous P/F? Yes No Class: _____

Approved: Yes No

Notes: _____

Coded ☐

Date _____

Initials _____
