



## PASS/FAIL OR AUDIT APPLICATION

### COMMERCE UNDERGRADUATE PROGRAM OFFICE

**Purpose:** This application is for Commerce 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.

<b>P/F Application Deadline:</b>	<b>10-week summer session:</b>	<b>Friday, June 27, 2008</b>
	<b>5-week summer session #1:</b>	<b>Friday, June 20, 2008</b>
	<b>5-week summer session #2:</b>	<b>Friday, July 25, 2008</b>

<b>Audit Application Deadline:</b>	<b>10-week summer session:</b>	<b>Thursday, July 3, 2008</b>
	<b>5-week summer session #1:</b>	<b>Friday, June 20, 2008</b>
	<b>5-week Summer Session #2:</b>	<b>Friday, July 3, 2008</b>

Forms should be turned in to the Commerce Undergraduate Program Office (DePaul Center 8500) or faxed to 312.362.6678. 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 <input type="checkbox"/>	_____		
Date _____	_____		
Initials _____	_____		