

# UNDERGRADUATE GRADING OPTIONS

## SPRING 2024

### PASS/FAIL

DATE	INSTRUCTIONS
By February 9, 2024	Complete a <a href="#">Pass/Fail Form</a> with <b>student, advisor, and instructor signatures</b> . Return the signed form to the Office of the Registrar.
After February 9, 2024	Complete a <a href="#">Pass/Fail Form</a> with <b>student, advisor, and instructor signatures</b> , and a <a href="#">Petition to the Administrative Board</a> . Return signed forms to <a href="mailto:adboard@simmons.edu">adboard@simmons.edu</a> or the Office of the Registrar.

### FORMAL AUDIT

DATE	INSTRUCTIONS
By February 9, 2024	Complete a <a href="#">Formal Audit Form</a> with <b>student, advisor, and instructor signatures</b> . Return the signed form to the Office of the Registrar.
After February 9, 2024	Complete a <a href="#">Formal Audit Form</a> with <b>student, advisor, and instructor signatures</b> , and a <a href="#">Petition to the Administrative Board</a> . Return signed forms to <a href="mailto:adboard@simmons.edu">adboard@simmons.edu</a> or the Office of the Registrar.

*This information applies only to the Spring 2024 semester, and only to Undergraduate students. Graduate students should speak with their advisor or Program Director for audit policy and procedures.*

*Electronic signatures sent to [registrar@simmons.edu](mailto:registrar@simmons.edu) are an acceptable substitute if an advisor or instructor cannot sign a form physically.*

*For all questions regarding billing, refunds, and financial aid, please contact Student Financial Services at [sfs@simmons.edu](mailto:sfs@simmons.edu) or 617-521-2001.*