

# UNDERGRADUATE GRADING OPTIONS

## SPRING 2019

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### PASS/FAIL

DATE	INSTRUCTIONS
By February 15 <sup>th</sup> , 2019	<ul style="list-style-type: none"><li>Complete a <u>pass/fail form</u> with both your <b>advisor's and instructor's signature</b>. Return the signed form to the Office of the Registrar, C-115.</li></ul>
After February 15 <sup>th</sup> , 2019	<ul style="list-style-type: none"><li>Complete a <u>pass/fail form</u> with both your <b>advisor's and instructor's signature</b>. Also complete a Petition to the Administrative Board and return the signed form to the Registrar's Office, C-115.</li></ul>

### FORMAL AUDIT

DATE	INSTRUCTIONS
By February 15 <sup>th</sup> , 2019	<ul style="list-style-type: none"><li>Complete a <u>Formal Audit form</u> and obtain <b>instructor, advisor, and student signatures</b>. Return the signed form to the Registrar's Office, C-115.</li></ul>
After February 15 <sup>th</sup> , 2019	<ul style="list-style-type: none"><li>Complete a <u>Formal Audit form</u> and obtain <b>instructor, advisor, and student signatures</b>. Also complete a Petition to the Administrative Board and return the signed forms to the Registrar's Office, C-115.</li></ul>

***Graduate students should speak directly with their program advisor or admissions office for audit policy and procedures, as they vary by school.***

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This information applies only to the Spring 2019 semester.

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

For all questions regarding billing, refunds, and financial aid, please contact Student Financial Services at 617-521-2001.

Office of the Registrar – MCB C-115 – 617-521-2111 – [registrar@simmons.edu](mailto:registrar@simmons.edu)  
Facebook: Simmons Registrar-Intern