

# Student Records Office

## CHOICE Module Pass Option Designation Form

*\*Please read the instructions below carefully.\**

Students may request, upon consultation with the Academic Advisor, for the grade of one passed CHOICE module to be excluded from the calculation of the GPA and to be replaced by a 'P' (for pass) on the transcript under the following conditions and limitations:

- **No more than one** Pass Option may be applied during the entire undergraduate degree program.
- The Pass Option **may not be applied on a failed module.**
- The Pass Option can be applied at any point before graduation, but for all internal grade-based evaluations (e.g., standing for study abroad application, President's list eligibility) the actual grades in the module will be considered.
- Once applied, the Pass Option **cannot be reverted into a grade or reassigned** to a different CHOICE module.

Personal Information	
Matriculation N°	
Family Name	
First Name	
Major	
Current Semester (e.g., 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	
Academic Advisor	

Pass Option	
CHOICE Module N°	<b>CH-</b>
CHOICE Module Name	

Student's Signature	
"I hereby request that the CHOICE module listed above is shown as a passed module on my transcript".	
Date	Signature

Academic Advisor's Signature	
"I hereby confirm that the student has sought my advice and the CHOICE module listed above should be shown as a passed module on the student's transcript".	
Date	Signature