Cleveland State University
Division of Enrollment Services

Change of Grading Status

Submission Deadline

This form must be submitted by the Last Day to Add for current term as published in the Academic Calendar. Forms received after this date will not be processed.

Please print all information

Last Name *First Name* *M.I.* *Student ID #*

4 Digit Class No.	Subject (e.g. ENG)	Course No. (e.g. 101)	Section	Semester/Year (e.g. Su/04)

Check Change To Be Made:

Undergraduate Students

- ☐ Letter Grade to Audit
- ☐ Letter Grade to S/U
- ☐ Audit to S/U
- ☐ S/U to Audit

***S = C or better**

Conditions: Change of Grading Status – Undergraduate**

- Courses taken on an Audit basis receive No Credit and do not count toward Financial Aid credit hour requirements.
- A student who has earned at least 30 credit hours may take one course per term on S/U basis up to the limit of 4 courses.
- Students on probation are not eligible for S/U grading.
- Courses that satisfy major field requirements specified by curriculum are not eligible.
- No more than one course under S/U basis may be used to satisfy an elective requirement in a minor field.
- Please consult an academic advisor if you have questions about changing a class' grading status.

***The Office of the University Registrar reserves the right to deny a request if the request violates any of the above conditions.*

Check Change To Be Made:

Graduate Students

- ☐ Audit to Letter Grade
- ☐ Letter Grade to Audit
- ☐ S/F to Letter Grade
- ☐ Letter Grade to S/F

*** S = B or better**

*Graduate Program Director Signature (required):

_____

*Graduate Program: _____

☐ *Check here if this is a request to rescind a previous request to change grading basis. Rescind requests must also be received by the last day to add a class without permission for current term as published in the Academic Calendar.*

OFFICE USE ONLY

***Student Signature (required):** _____ ***Date:** _____

Completed forms can be submitted to Campus411 (MC 116).

Campus411 · 2121 Euclid Avenue, MC 116 · Cleveland, Ohio 44115 · 216-687-5411