Cleveland State University
The Office of the University Registrar

Change of Grading Status

Complete this form to request a change of grading status for a course. Please consult with your academic advisor prior to submitting this form. No changes to grading status will be permitted after the stated deadlines. Requests must be submitted to Campus411 by or on the deadline to be considered. Any forms received after the deadline will not be processed.

Deadlines for courses scheduled in:

Regular and Summer Sessions: Last Day to Drop for current term, as stated in the Academic Calendar.
Alternative Session: Last Day to Add for current term, as stated in CampusNet for requested course.

***Please print**

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

Class Number	Subject (e.g. ENG)	Course No. (e.g. 101)	Section	Semester/Year (e.g. Su/10)

☐ *Check here if this is a request to rescind a previous request to change grading basis. Rescind requests must also be received by the stated deadlines for current term.*

Undergraduate Students (check one)

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

***S = C or better**

***Please note the following conditions:**

- 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.

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

Graduate Students (check one)

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

*Graduate Program Director Signature (required):

_____

*Graduate Program: _____

** S = B or better**

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

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

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

Rev. 04.14.2010
Effective SU 10