

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 All-in-1 by or on the deadline to be considered. Any forms received after the deadline will not be processed. Non Degree students do not require advisor or program director approval.

Deadlines: Last Day to Drop, as stated in CampusNet for requested course (or on the Academic Calendar for regular sessions).

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID #</i>	
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.

<p>Undergraduate Students (check one)</p> <p><input type="checkbox"/> Letter Grade to Audit</p> <p><input type="checkbox"/> Letter Grade to S/U</p> <p><input type="checkbox"/> S/U to Audit</p> <p>(S = C or better)</p>	<p>**Please note the following conditions:</p> <ul style="list-style-type: none"> ➤ 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.
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***Advisor Approval Signature (required):** _____

***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:** _____