

GRADE OPTION CHANGE

Please use this form to change your grading option. You may elect the letter grade option (A, B,C, etc.) or the Pass/Fail option. **This form may only be used prior to the grade option change deadline in the current term.**

Note: Pass/Fail is not available for all courses. Please confirm the availability of the Pass/Fail option before submitting this form. Courses taken for a pass/fail grade can be used as credit toward degree completion but may not be used to complete major or general education requirements. A course taken on the pass/fail option is calculated into the student's GPA only if the student receives an "F".

(Please print)

Date: _____

Name: _____ B-Number: _____

Semester: (Enter Year, YYYY) _____ Fall Winter Spring Summer

Grade Option Change

Course Subject _____ Course Number _____ Section# _____ CRN _____
(If known.)

Current Grade Option:

Letter Pass/Fail

Change to:

Letter Pass/Fail

Student's Signature: _____ Date (MM/DD/YYYY): _____

OFFICE USE ONLY

Date processed: _____ Initials _____