



Student Name: _____

Student ID: _____ Year: _____ Session: _____

Adviser: _____

Grades are assigned either by a standard **letter grade** or by **pass/fail** grading plan. Professors indicate the usual grading plan for each course in the course syllabus. A student may negotiate a change in the grading plan with approval of the professor **before the close of registration date as listed on the Academic Calendar**.

For courses counting toward a degree, no more than one third of the courses normally evaluated by letter grades may be taken on the pass/fail system.

I request the grading plan for my registration be changed as follows:

Course ID : _____

Course title: _____

Professor(s): _____

Check one:

From letter grade to PASS / FAIL

From pass / fail to LETTER GRADE

***** Turn this form in to the Registrar office before the close of registration. *****

Signatures:

Dates:

Student _____

Professor(s) _____

Registrar _____

(Registrar's signature indicates approval this request is in compliance with the grading plan policy.)

distribution: _____ student _____ professor(s) _____ adviser