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 All-in-1 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

***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.

***S = C or better**

***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 All-in-1 (MC 116).

Campus411 All-in-1 · 2121 Euclid Avenue, MC 116 · Cleveland, Ohio 44115 · 216-687-5411

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