

Grading Basis and/or Variable Credit Hour Change Request

We ask that the student already be registered for the course before this request is submitted.

Year:

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 Academic Period (e.g., Fall, Spring): _____

Student: _____
Last Name First Name Middle Initial

Student ID: _____

Course: _____
Subject Code Number Section

Course Name: _____

Indicate Specific Request
(check all that apply):

_____ Change Credit Hours
(Complete Section I)

_____ Change Grading Basis
(Complete Section II)

Please note that any changes to course registration may affect billing and/or financial aid.

Section I. Credit Hour Change

Change Semester Hours from _____ to _____

Section II. Grading Basis Change

_____ Change from Letter Grade to Audit

OR

_____ Change from Audit to Letter Grade

Student Signature

Date

Instructor Name

Instructor Signature

Date

OFFICE USE ONLY

Date Received: _____ Processed By: _____ Date Processed: _____

Student's total hours for term: _____ (_____)