



## CHANGE OF GRADING STATUS/ COLLEGE COURSES

WRITTEN REQUESTS ONLY.

CHANGE OF GRADING STATUS REQUESTS MUST BE SUBMITTED IN WRITING.

### FOR OFFICE USE ONLY

Exam Form \_\_\_\_\_

Materials \_\_\_\_\_

\_\_\_\_\_

You are responsible for knowing whether you can or should take a particular course for a grade or on a pass/fail basis. If you have any doubts, contact your academic advisor and/or the academic dean in the college from which you expect to graduate to make certain that you can get credit for a particular course if you take it pass/fail.

For online courses, students may not change the grade status after 50% of their assignments have been completed. For the classroom courses, students may not change their grade status after the deadline posted on the semester calendar.

### PRINT OR TYPE THE REQUESTED INFORMATION

<b>UT EID</b>				<b>Phone:</b> (    )	
<b>Name:</b>					Is this a new street address?
Last	First	M.I.	Maiden	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Address:</b>			<b>E-mail:</b>		
Street		Apt. #		<b>Fax:</b>	
City	State	ZIP	<b>Date of Birth:</b> /    /		

### PLEASE PRINT OR TYPE

I wish to change my grading status in the following course:

<b>Course Abbreviation and Number</b>	<b>Course Title</b>
Please change my grading status <input type="checkbox"/> from pass/fail to a letter grade	
<input type="checkbox"/> from a letter grade to pass/fail	
<b>Student's Signature (required)</b>	<b>Date</b>

### CONTACT INFORMATION

**Mail:** University Extension  
UT at Austin  
P.O. Box 7637  
Austin, TX 78713-7637

**Drop off:** University Extension  
Development Office Bldg.  
2901 North IH-35, Suite 2.200  
Austin, TX 78722

**Fax:** (512) 471-2905  
**Web:** www.utexas.edu/ce/uex/

**E-mail:** Scan and send as an  
e-mail to uex@austin.utexas.edu  
Be sure to include "Change of  
Grading Status" in the Subject  
Line.