



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

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

PLEASE PRINT OR TYPE

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

| Course Abbreviation and Number | Course Title |
|---|--------------|
| 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 | |
| Student's Signature (required) | Date |

CONTACT INFORMATION

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

Drop off: University Extension
 Lake Austin Centre
 3001 Lake Austin Blvd.
 Suite 1.314
 Austin, Texas 78703
 M-F, 8AM - 5PM
 except on UT holidays

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.