



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

UTEID or Student ID No.:				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 from pass/fail to a letter grade

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.
 Austin, Texas 78703

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