

This form should be used for non-COVID-19 related Pass/Fail options.

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. Non Degree students do not require advisor or program director approval.

**Deadlines: Last Day to Drop, as stated in CampusNet for requested course (or on the Academic Calendar for regular sessions).**

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)
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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

(S = C or better)

**\*\*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.

**\*Advisor Approval Signature (required):** \_\_\_\_\_

*\*\*The Office of the University Registrar reserves the right to deny a request in violation of any of the above conditions. This form is not valid for the COVID-19 related Pass/Fail options.*

**Graduate Students (Check One):**

<input type="checkbox"/> Letter Grade to Audit	<input type="checkbox"/> Letter Grade to S/F	<input type="checkbox"/> S/U to Audit
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**\*Graduate Program Director Signature (required):** \_\_\_\_\_

*This form is not valid for the COVID-19 Pass/Fail options.*

\*Graduate Program: \_\_\_\_\_  
 (S = B or better)

**\*Student Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Take completed form to Campus411 All-in-1 (BH 116) for processing.  
 OR

Completed form with required approvals must be sent to registrar@csuohio.edu from your @csuohio.edu email address.