

Change of Grading Status

Change of Grading Status requests must be submitted in writing.

Student Information – Print or Type

UT EID:			
Date of Birth:			
Name:			
Last	First	M.I.	
Address:			
Street		Apt. #	
City		State	ZIP
Email:			
Phone:			

For Office Use Only

Exam Form:
Materials:

Policies

Grading Status: 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.

Self-Paced Online Courses: For self-paced online courses, students may not change the grade status after 50% of their assignments have been completed.

Semester Courses: For the semester courses, students may not change their grade status after the deadline posted on the semester calendar.

Course Request

Course Prefix & Number:
Course Title:

Grading Status

From pass/fail to a letter grade
From a letter grade to pass/fail

Student Agreement

Student's Signature (Required):
Date:

Contact & Submission Information

Address: University Extension The University of Texas at Austin UTA Building, Suite 2.408 1616 Guadalupe Street Austin, TX 78701	Email: Scan and send as an email to uex@austin.utexas.edu . Be sure to include "Change of Grading Status" in the Subject Line.	Phone: (512) 471-2900	Fax: (512) 471-2905	Web: extension.utexas.edu
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