TEXAS Extended Campus
The University of Texas at Austin
University Extension

# 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

Providing your date of birth is voluntary. Providing it will help University Extension track your records more accurately, and will facilitate transferring your college credit to another institution or program.