



GRADE OPTION REQUESTS

CGS CAN ONLY PROCESS GRADE OPTION REQUESTS FOR CGS COURSES

Please read carefully:

UNIVERSITY POLICY:

Certain courses are offered on the S/NC (Satisfactory/No-Credit) grade option. This option was designed to encourage students to explore new and potentially difficult subjects without fear of the risks of failure. Under this option, a student who does satisfactory work (a grade of C or better) in a course receives the grade of S. **If the student's work is not satisfactory (a grade of C- or lower), the grade of NC (No Credit) is given.** Courses for which an S is received are counted toward graduation, but are not computed in the GPA. **Courses in which an NC is received are counted toward neither graduation nor the GPA.**

Implications:

- You could technically pass a class, receiving a C- or D range grade *and still not receive credit for it* when opting for the S/N grade. Because you will not be earning credits for these grades, the course *cannot be applied to requirements.*
- If you are graduating at the end of this semester and are seeking to change a course you need for elective or general education credit to the S/N grade option, *you must earn a C or higher in this course in order for it to count toward graduation!*
- Typically, courses taken with the S/N grade option CANNOT be applied to major requirements.
- In order to graduate with University Honors (i.e. Cum Laude), students must complete at least 60 credits in courses to which letter grades have been assigned.
- If you may, in the future, apply to graduate or professional school, competitive fellowships or programs, you should limit the number of S/N grades on your transcript. In some instances, schools or programs will consider "S" grades as equivalent to a "C" grade.

Please provide the following information and sign this form before submitting your Grade Option request.

Student Name: \_\_\_\_\_ Peoplesoft #: \_\_\_\_\_

School/College: \_\_\_\_\_ Major: \_\_\_\_\_

Certificates/Minors: \_\_\_\_\_

THIS COURSE IS BEING TAKEN FOR (check all that apply):

- Major
- General Education Requirement
- Elective
- Certificate
- Minor

Students must consult with an academic advisor in their home school or department before filing this request.

**By signing this appeal, I have read and fully understand the implications of changing a letter grade course to the S/N option.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_