



UNDERGRADUATE EXPANDED GRADE REQUEST

Student Name: _____ Student ID #: _____

Due to extraordinary circumstances, an expanded grading option has been developed for all undergraduate students to allow for grading flexibility. This includes expanded grading options for **S/U, Incomplete, and Withdraw**. Courses excluded are graduate courses and courses taken as part of a graduate degree program. (Please remember, that you are not required to choose any of these options over the normal grading system.)

S/U Option: As indicated below, I wish to choose the S/U grading option for the following course ("**S**" for "**C-**" or better achievement and "**U**" for a "**D+**" or lower grade):

Incomplete (I) Option: I wish to accept the option to study the following course to be graded "**I**" to allow additional time for completion of coursework. The grade of "**I**" carries the same grade value as an "**F**" until completed. If coursework is not completed by **May 6, 2021**, the grade will become an "**F**." **This option should be agreed upon between the instructor and student, indication of agreement will be by the instructor grading with an I and the expiration date. The flexibility in this option is the extended deadline for completion. Please contact your instructor if you would like to choose this option.**

Withdraw (W) Option: As indicated below, I wish to choose the option to withdraw from this course with a grade of "**W**." This will not be calculated in my GPA, however it will be noted on my transcript with a grade of "**W**." (Please note: if this specific course is required for graduation, it will need to be retaken.)

STUDENTS COMPLETE THIS SECTION:

DEPT.	COURSE NO.	SECT NO.	COURSE TITLE	CR. HRS.	S/U	W
ENG	101	A	ENGLISH COMPOSITION I	3	x	

****A separate form must be completed for each course requested***

Deadline for submitting request forms:

S/U	May 1, 2020
Incomplete	May 13, 2020
Withdraw	May 1, 2020

Student Signature: _____

**I understand that this decision cannot be changed or reversed and all requests must be submitted to the Registrar's Office by the submission deadline.*



ADVISOR ONLY COMPLETE THIS SECTION:

The student has consulted with me and we have discussed the following possible implications:

TOPIC	INITIAL
GPA	
Dean's List	
Graduate School	
Latin Honors	
Athletics	
Financial Aid/Scholarships	
Insurance/Good Student Discounts	
Veteran Benefits	
Degree Requirements	

Advisor's Signature: _____

REGISTRAR'S OFFICE USE ONLY:

Representative Signature: _____ Date: _____

**** GRADES WILL NOT BE CHANGED - UNTIL AFTER THE
END OF THE TERM AND ALL GRADES HAVE BEEN POSTED****