School of Undergraduate Studies
Change of Grading Scale Form

~ Use this form to change the Grading Scale of a Letter-Graded course to Pass/Fail* ~

Name:__________________________________ CHC ID #: ___________________

☐ Fall  ☐ Spring  ☐ Summer  Year:_______

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sect</th>
<th>Title</th>
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By signing below, I certify that I have considered all ramifications of changing the grading scale for the above course, and that I fully understand the following:

- A Letter-Graded course taken on a Pass/Fail basis may not fulfill a major, minor, or Core requirement.

- A Letter-Graded course taken on a Pass/Fail basis cannot be repeated unless failed (Grade of F-Failure.)

- Once changed to Pass/Fail, the grading scale of a Letter-Graded course cannot, at any time, be changed back to Letter-Grade. (If you are not certain you wish to change the grade scale at this time, hold off on making your request until the last possible date.)

- The last day to change a course from Letter-Grade to Pass/Fail is indicated in the Academic Catalog. Requests following that date will not be honored.

_____________________________      ________________________________
Student’s Signature                                  Date         Faculty Advisor’s Signature                        Date

Please return the completed form to the Registrar’s Office, Saint Joseph Hall, Third Floor.

* Please check the current semester’s Academic Calendar in the Undergraduate Catalog for applicable dates.

Completed by: _________ Date: _______