San Francisco State University
College of Extended Learning

Request to Change Grading Option ~ CR/NC or Audit

- The easiest way to change grading option to CR/NC is by using MySFSU at www.sfsu.edu/student.
- Requests to AUDIT a course cannot be done online and must be done on this form.
- Requests submitted on or before deadline require Instructor, Dept Chair/Program Director signatures.
- All changes done after the deadline require approval signatures from the Instructor, Department Chair/Program Director and Dean of the School.

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STUDENT NAME (Last Name, First Name   M.I)   **SFSU ID**

Term: _____ Year:_____ Section No._____ Units:_____

Schedule No._____ Department:_____ Course No:_____

Course Title: _____

Type of Action Requested:

☐ Request to Audit Course

☐ Request for CR/NC Grading

☐ Other (please explain)

Justification: _____

_____

_____

Student Signature:_____ Date: _____

Instructor: _____   _____   _____
                    Signature   Name (Printed)   Date

Dept Chair/: _____   _____   _____
Program Director   Signature   Name (Printed)   Date

Dean: _____   _____   _____
              Signature   Name (Printed)   Date