

This form should be used beginning with the Spring 2021 semester.

Complete this form to request a change of grading status for a course. Please consult with your academic advisor prior to submitting this form. No changes to grading status will be permitted after the stated deadlines. Requests must be submitted to the Records Office by or on the deadline to be considered. Any forms received after the deadline will not be processed.

Deadlines: Last Day of Class in a Given Semester.

Last Name First Name M.I. Student ID #

Class Number	Subject (e.g. LAW)	Course No. (e.g. 504)	Section	Semester/Year (e.g. Su/10)
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Law Students (check one)

- Letter Grade to Audit
- Letter Grade to "P"
(Under Academic Regulation 4.6 must be submitted during the stated Pass Option Period)

****Please note the following conditions:**

- Courses taken on an Audit basis receive No Credit and do not count toward Financial Aid credit hour requirements.
- Courses that satisfy major RCC requirements specified by curriculum are not eligible.

(P = C or better)

***Advisor Approval Signature (required):** _____

***The Office of the University Registrar reserves the right to deny a request in violation of any of the above conditions.*

Law Students (Check One):

<input type="checkbox"/> Letter Grade to Audit	<input type="checkbox"/> Letter Grade to "P"	
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***Dean's Signature (required):** _____

***Student Signature (required):** _____ **Date:** _____

Submit completed form to College of Law Records Office for processing.
OR
Completed form with required approvals must be sent to academic.services@law.csuohio.edu.