

CATEGORY: STUDENT AFFAIRS
SECTION: University Grading
SUBJECT: Grading Options
EFFECTIVE DATE: December 17, 2002 Revised
PAGE(S): 2

I. PURPOSE

To outline the process for selecting grade options or requesting audit of a course, in accordance with the University grading system.

II. SCOPE

This procedure applies to all undergraduate courses for which grade options are available. Procedures for graduate courses are established by the individual academic centers offering the course.

III. ADMINISTRATIVE RESPONSIBILITIES

The Instructor may choose to offer a course under one of the available grade options established by Policy 09-01-03, Grading Options, in accordance with the policies of the academic program and center offering the course. The instructor is also responsible for approving all requests to audit the course.

Academic Advisors are responsible for reviewing a student's program of study and determining if the grade option/audit request is consistent with the student's degree goals.

A Representative of the Academic Center offering the course (e.g., representative of the academic dean, department chair) is responsible for approving grade option and audit requests and forwarding the Grade Option/Audit Request for an Undergraduate Course forms to the Office of the University Registrar no later than noon on the next business day of the deadline date listed below:

TERM/SESSION	STUDENT DEADLINE
Fall and Spring Terms	End of the 4th week of the term
Summer Term	End of the 4th week of the term
Summer 12 week	End of the 3rd week of the session
Summer 6 week 1 and 2	By Wednesday of the 2nd week of the session
Summer 4 week 1, 2 and 3	End of the 1st week of the session

The Office of the University Registrar is responsible for processing Undergraduate Grade Option/ Audit Request forms.

IV. PROCEDURE

A. Requesting Grade Options or Course Audit for Undergraduate Courses

- Student
1. Meet with an academic advisor to determine the feasibility or merit of taking a course consistent with your program of study on an other than a letter grade basis.
 2. By the deadline date established by

the academic center offering the course, complete and sign FORM 0084, Grade Option/Audit Request (Exhibit A), provided by the academic center.

- a. For Audit Requests, obtain the signature of the instructor before submitting FORM 0084 to the academic center.

Representative
of the Academic
Center Offering
the Course

3. Verify that the course selected can be taken on other than a letter grade basis or on an audit basis.
4. If approved, sign the Grade Option/Audit Request.
5. Forward the white (original) copy to the Office of the University Registrar and the issue pink copy to the student. Retain the yellow copy on file in the academic center.

University
Registrar

6. Process Grade Option/Audit Request forms.

V. EXHIBIT

Exhibit A - FORM 0084, Grade Option/Audit Request
Form Instruction Guide

VI. REFERENCE

[Policy AC 35, Grading Options](#) (formerly 09-01-03)

[Policy AC 36, Grading System](#) (formerly 09-01-01)