Enrollment Management
Registrar's Office
One University Drive
Camarillo, CA 93012
Phone: (805) 437-8500

SPRING 2020 REQUEST TO CHANGE GRADING BASIS

Per Senate Resolution on Student Assessment for Spring 2020, students may request a change of grading basis from letter grade (A-F) to Credit/No Credit (CR/NC) after grades post on May 30, 2020 through June 9, 2020. Additionally, if a student changed their grading basis from letter grade to CR/NC during the self-service period (April 21st – May 15th), they may use this form to request to revert back to a letter grade. To make this request, complete this form and submit to registrar@csuci.edu. Students must send from their university e-mail address.

TO BE COMPLETED BY STUDENT: (Please Print) STUDENT ID NUMBER: _____

LAST NAME: _____ FIRST NAME: _____ PHONE: _____

I elect to change grading basis in:

CLASS NBR 4-DIGIT	SUBJECT	COURSE NBR	SECTION NBR	UNITS	CURRENT GRADING BASIS	REQUESTED GRADING BASIS
Ex: 1076	*PSY*	*100*	*01*	*3*	*Letter Grade or Credit/No Credit*	*Letter Grade or Credit/No Credit*

I have read the policy specified above on this form and I understand that I have until the end of Tuesday, June 9, 2020 to submit this form to the Registrar's Office via e-mail from my university e-mail address. Additionally, I acknowledge that by making this request, there may be a delay in updating the transcript to reflect the change.

_____

Student's Signature (Type written will be accepted) Date

Deadline for Submission by term: Spring 2020: Tuesday, June 9th 2020

Administrative Use Only – Registrar's Office

Processed by: _____ PS Update: _____ Master's Program (Y/N): _____

Student Notified: _____ Financial Aid Notified: _____ MA Program Coordinator Notified (if applicable) _____

Final: 04/16/2020