

## REQUEST FOR UNDERGRADUATE S/U GRADE FORM

**Directions:** Submit this form to the Student Response Center, 232 Capen Hall, by the deadline noted below in the policy section (see the second bullet). You must include the course registration number (see the online [class schedule](#)) on this form for processing.

**Remember to print a copy for your records** (this will be the *ONLY* record of your request).

Student Name \_\_\_\_\_ Person Number \_\_\_\_\_

I request that an S/U grade be assigned to the following course(s) for:  Summer 20\_\_\_\_  Fall 20\_\_\_\_  Spring 20\_\_\_\_

Registration Number	Department	Course Number	Section

### **Satisfactory/Unsatisfactory Grade Policy**

- S/U grading is an option of the student, not the instructor.
  
- Students wishing to select the S/U grading option must do so before the end of the second week of classes of the semester. For summer, the S/U deadline is the last day to drop a course for that session.
  
- When repeating a course, S/U grading is not an option.
  
- Students cannot select S/U grading for any course that is required for, or is a prerequisite for, their major(s) and minor(s).
  
- Students who are required to fulfill the general education requirements cannot select S/U grading in any course used toward satisfying these requirements.
  
- No more than 25 percent of a student's UB credit can be graded S/U.
  
- Students may recover the letter grade earned in a course graded S/U if (a) that course is required for, or is a prerequisite for, a major(s) or minor to which they have changed; or (b) they can document that a graduate or professional school to which they have applied demands the letter grade earned. (Once recovered, the letter grade will stand; that is, the student will not be able to change back to S/U grading.)

### **Satisfactory/Unsatisfactory Grading Procedures**

- Instructors will not be informed that students have selected the S/U option and must submit the letter grades the students earn on the Web Grading Web site.
  
- Those students selecting S/U grading will have the letter grade automatically converted to S/U via a computer operation at the end of the semester. The "S" or "U" will appear on the students' grade reports and transcripts.
  
- Students wishing to recover letter grades will have to submit a Request to Recover Letter Grade Form to their advisor for approval.
  
- The letter grades equivalent to "U" (unsatisfactory) are "F," "D," and "D+." Students opting for S/U grading who earn a "D" or "D+" may petition their advisor to recover the letter grade if they wish to use the course toward meeting their degree requirements.

**I have read and agree to the S/U Grade Policy/Procedures.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_