

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. Only students that are unable to change grading option to CR/NC online should use this form. Requests to AUDIT a course cannot be done online and must be done on this form. All changes done after the deadline must be done on this form and it requires approval signatures from the Program Director/Department Chair and the Dean of the School.

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) _____

Student Signature: _____ Date: _____

Once grading option has been changed, it cannot be reversed after the deadline. If you are unsure of the deadline, please review the CEL website at www.cel.sfsu.edu or call the College of Extended Learning at (415) 405-7700.

If requesting to change Grade Option AFTER deadline, students need to obtain the signature of the Program Director/Dept Chair and the Dean.

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

Dean: _____
Signature Name (Printed) Date