

**REQUEST FOR S/U GRADE**

**Directions:** Please complete this form and retain a copy for your records. Submit this form with signatures to the Registrar's office no later than the ADD/DROP deadline for the semester you are requesting S/U option.

Name: \_\_\_\_\_ WEBADVISOR ID#: \_\_\_\_\_

Major: \_\_\_\_\_

Term/Year Requested: Check one:

FALL \_\_\_\_\_  SPRING \_\_\_\_\_  SUMMER \_\_\_\_\_  INTERSEMESTER \_\_\_\_\_

Course Rubric/Number/Section & Title: \_\_\_\_\_

**REQUIREMENTS FOR S/U OPTION:**

**BY ELECTING THE S/U OPTION FOR A COURSE, THE STUDENT ACKNOWLEDGES ALL OF THE FOLLOWING CONDITIONS ARE MET:**

- student has earned a minimum of 24 credits at Daemen
- student has a cumulative average of 2.00
- student has a declared major
- the course selected is outside the courses required for the declared major, declared minor(s), prerequisite courses to the declared major or minor(s), and the core curriculum or other college wide required courses.
- the total number of elective credits taken for S/U credit and applied to a Bachelor's degree does not exceed 12
- The S/U option will be selected by the Add/Drop deadline
- The course for which the S/U option is elected is graded on an A-F scale (i.e., P/F courses are not eligible)

S/U is the option of the student, not the instructor. Students will elect S/U by completing a form and submitting it to the Registrar's office by the Add/Drop deadline. Instructors of the course will not be informed which students in a course are taking it for a letter grade and which are taking it for S/U option. Instructors will submit grades at the end of a term for all students and the Registrar will convert the grades to S/U.

Students who elect a course with the S/U grading option will **NOT** be eligible for Deans List unless:

- a) they earn an S in the course, and
- b) they have a minimum of 12 additional credits of regularly graded coursework during that semester.

**The student is NOT petitioning for S/U option for a course for which he/she is re-registering.**

**CONVERSION OF LETTER GRADES TO EITHER S OR U:**

Grades of A through D will be considered Satisfactory and will be awarded S. These will not be included in the QPA, and the credits will be awarded.

Grades of F or lower will be considered Unsatisfactory and will be awarded a U. These will not be included in the QPA and no credit will be awarded for the course.

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read, acknowledge, and accept the S/U requirements:*

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

<b>FOR COMPLETION OF REGISTRAR'S PERSONNEL: RECEIVED ON:</b> _____ <b>BY:</b> _____ <div style="text-align: right; font-size: small;">S_U_GR 08.11</div>
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