

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.
- Requests to AUDIT a course cannot be done online and must be done on this form.
- Requests submitted on or before deadline require Instructor, Dept Chair/Program Director signatures.
- All changes done after the deadline require approval signatures from the Instructor, Department Chair/Program Director and 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) _____

Justification: _____

Student Signature: _____ Date: _____

Instructor: _____
Signature Name (Printed) Date

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

Dean: _____
Signature Name (Printed) Date