

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](http://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