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