

Request for Satisfactory/Unsatisfactory Grade

Please read the conditions under which the Satisfactory/Unsatisfactory policy operates (reversed side of this form). Students wishing to exercise the Satisfactory-Unsatisfactory grading option must do so before the end of the Add-Drop period.

STUDENT INFORMATION:

Student ID: _____ **Phone:** _____

Name: Last _____ First _____ M.I. _____

Term: _____

CRN Course Number Section Number Course Name

Name of Instructor Credit Hours

To date, I have taken the following course(s) at Pennsylvania Western University in which I elected the Satisfactory/Unsatisfactory grade option:

<u>Course Number</u>	<u>Section Number</u>	<u>Course Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that all the above information is correct, and I agree to accept a Satisfactory/Unsatisfactory grade for the above named course in accordance with the Satisfactory/Unsatisfactory policy. (See back of form for policy).

Student Signature: _____ **Date:** _____

REQUIRED SIGNATURES:

I have examined the eligibility of the student to take this Satisfactory/Unsatisfactory course and I approve this application.

Department Chairperson's Signature (Student's Major) Date

Instructions:

- Student to complete application and submit to Department Chair for approval. Digital signatures are preferred.
- Department Chair to approve and digitally sign form.
- Admin Assistant/designee to upload signed form to the Office of the Registrar Security FTP via this link.
 - Please follow naming convention below. •Please following naming convention of:
TERM_PWID_CREDIT_OVERLOADoExample: 202230_P11100023_CREDIT_OVERLOAD

Continued

Satisfactory/Unsatisfactory Grade

Policy AC021

Only undergraduate students may electively choose to take courses using S-U grading at Pennsylvania Western University. This option is not available for graduate students.

Prior to registering for a course using the S-U grading option, the student must have earned a minimum of 30 undergraduate credits and be in good academic standing. A maximum of 18 credits may be taken using S-U grading over the course of the student's academic career.

A student may not register using this grading option for courses required for their major, minor, or certificate program. The student should consult with their academic advisor, prior to registering for a course using this grading option.

The Satisfactory ("S") grade is usually awarded to the student if they earn a grade of "C" or better in the course. However, students are strongly encouraged to check with the department chair over the course prior to electing the S-U grade option, as some courses may have a higher minimum requirement. "S" grades will count toward graduation credit requirements, but do not impact GPA. Students who receive an "S" grade may not be eligible for Dean's List honors for that semester, and should refer to the Dean's List Policy for more information regarding requirements. If more than a single course is taken using this grading option over the student's academic career, the student may also be excluded from Latin honors at graduation, at the discretion of the academic dean.

The Unsatisfactory ("U") grade is usually awarded to the student if they earn a grade of "C-" or below, and will not impact GPA. Credits from a "U" grade do not count toward graduation.

Students who desire to have an "S" or "U" grade changed to a letter grade must retake the course.

Some courses may be offered at the University that only use the Satisfactory-Unsatisfactory (S-U) grading option. In these cases, this policy does not apply.

Procedure(s):

1. Students wishing to exercise the Satisfactory-Unsatisfactory grading option must do so before the end of the Add-Drop period by completing the Satisfactory-Unsatisfactory Grading Request form through the Office of the Registrar. The request will require approval from the department chair over the student's major. Once the Add-Drop period has ended, the student may not change back to standard (letter) grading.
2. During the final grading period, the faculty member will submit a standard (letter) grade for each student. However, Midterm grades will be reported as letter grades.
3. The Office of the Registrar will convert the final letter grades submitted by the faculty to S-U grades for those students who have elected this grading option.