

**SATISFACTORY/UNSATISFACTORY GRADE CHANGE REQUEST**

STUDENT ID	LAST NAME	FIRST NAME	PROGRAM & TRACK	EMAIL ADDRESS

Some courses in the School of Nursing can be taken as a graded or Satisfactory/Unsatisfactory (S/U) option. The student may select either option during registration or after registration during add/drop period, with approval from the program director.

Changing the grading for a course from a graded to S/U option may impact a graduate’s ability to sit for NCLEX-RN or certification examinations. Once the grade is converted to the S/U option, it cannot be changed back to a graded option. The course faculty will define what constitutes earning a grade of S/U. If a grade of Unsatisfactory – U is earned, it will be considered a course failure and the student will be subject to the *Course Failure Policy* – Refer to the Student Handbook.

**Satisfactory/Unsatisfactory Grade Request Process:**

1. The student is to set a meeting with the course faculty to discuss the possibility of receiving a grade of S/U in the course(s) if it is an available grading option. Not all courses have a designated grading option of S/U.
2. The student, in collaboration with the course faculty, is to complete the *Satisfactory/Unsatisfactory Grade Change Request*.
3. The course faculty will upload the completed form to the REGI system.
4. Once the change is approved, the selected grading option of S/U **cannot** be changed to a graded option. Therefore, the student and course faculty should be aware of the consequences of the decision to award the change to S/U grading prior to submitting the request.
5. A separate form must be completed if there are multiple course grade change requests.

**To be filled out by the Program Director:**

\_\_\_\_\_ has my approval to convert the grading status to S/U for:

COURSE NUMBER	COURSE TITLE	SEMESTER (check one)			YEAR
		Fall	Spring	Summer	

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Course Faculty Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Director Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**