

REQUEST TO CHANGE THE SEMESTER GRADING METHOD ON A COURSE

Division of Academic & Student Affairs
Office of Undergraduate Courses and Curricula

Date of Request: _____

Proposed Semester/ Session: _____

To be completed when requesting to offer a special topics course with a grading method different from the approved grading method. Special Topics courses in the same topic may only be offered twice before a Course Action Form must be completed to make it a permanent course.

Proposed Grading Method:(S/U or Letter): † _____

Course Credit Hours: _____

Prefix: _____

Course No. and Suffix: _____

Section Number: _____

Full Title: _____

Instructor: _____

Method of Evaluation for Letter Grading (scheduled examinations, final examinations, term papers, etc.):

How many times has this experimental course been taught as a special topic prior to the semester or summer session in question?

#:

Which semester/session? _____

Estimated Enrollment: _____

***If Proposed Grading Method is "OR", please include a roster of students enrolled and the grading method they desire.**

APPROVED:

Director of Program/Department Head

Date

Dean, Division of Academic & Student Affairs

Date

Submit to: Office of Undergraduate Courses and Curricula
Campus Box 7105, 200 Park Shops Building
courses-curricula@ncsu.edu