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  

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