

**REQUEST FOR S/U GRADE**

**Directions:** Please complete this form and retain a copy for your records. Submit this form with signatures to the Registrar's office no later than the ADD/DROP deadline for the semester you are requesting S/U option.

Name: \_\_\_\_\_ WEBADVISOR ID#: \_\_\_\_\_

Major: \_\_\_\_\_

Term/Year Requested: Check one:

FALL \_\_\_\_\_  SPRING \_\_\_\_\_  SUMMER \_\_\_\_\_  INTERSEMESTER \_\_\_\_\_

Course Rubric/Number/Section & Title:  
\_\_\_\_\_

**REQUIREMENTS FOR S/U OPTION:**

**BY ELECTING THE S/U OPTION FOR A COURSE, THE STUDENT ACKNOWLEDGES ALL OF THE FOLLOWING CONDITIONS ARE MET:**

- student has earned a minimum of 24 credits at Daemen
- student has a cumulative average of 2.00
- student has a declared major
- the course is outside of: the courses required for the declared major; declared minor(s); prerequisite courses to the declared major or minor(s); the core curriculum or other college wide required courses.
- the total number of elective credits taken for S/U credit and applied to a Bachelor's degree does not exceed 12
- The S/U option will be selected by the Add/Drop deadline
- The course for which the S/U option is elected is graded on an A-F scale (i.e., P/F courses are not eligible)

S/U is the option of the student, not the instructor. Students will elect S/U by completing a form and submitting it to the Registrar's office by the Add/Drop deadline. Instructors of the course will not be informed which students in a course are taking it for a letter grade and which are taking it for S/U option. Instructors will submit grades at the end of a term for all students and the Registrar will convert the grades to S/U.

Students who elect a course with the S/U grading option will **NOT** be eligible for Deans List unless:

- a) they earn a S(atisfactory) grade in the course, and
- b) they have a minimum of 12 additional credits of regularly graded coursework during that semester.

**The student is NOT petitioning for S/U option for a course for which he/she is re-registering.**

**CONVERSION OF LETTER GRADES TO EITHER S OR U:**

Grades of A through D will be considered Satisfactory and will be awarded S. These will not be included in the QPA, and the credits will be awarded.

Grades of F or lower will be considered Unsatisfactory and will be awarded a U. These will not be included in the QPA and no credit will be awarded for the course.

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read, acknowledge, and accept the S/U requirements:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR COMPLETION OF REGISTRAR'S PERSONNEL: RECEIVED ON: \_\_\_\_\_ BY: \_\_\_\_\_

S\_U\_GR 08.11