

OFFICE OF ADMISSIONS AND RECORDS  
THE UNIVERSITY OF OKLAHOMA

*SPECIAL FORM FOR MAKING CHANGES IN COURSE GRADING*

This form is to be used for requesting a change in course grading from letter grades to S/U or from S/U to letter grades when the desired grading is an exception to University grade regulations or when the grading is to be changed from that used when the course was last taught.

University regulations governing S/U grading stipulate that:

1. A graduate level seminar may be graded either S/U or A, B, C, and does not require individual course approval. However, the course must initially be identified as a seminar and the entire class must be graded the same way.
2. A graduate student *must* be graded S/U for special problems (or studies) courses, individual research, and directed reading courses. Undergraduate students may receive either S/U or A, B, C, grades in directed reading courses. Directed Reading courses should NOT be designated specifically for S/U grading unless it is explicitly intended that undergraduate, as well as graduate students, in the class are all to receive S/U grades.
3. **An S must be used to indicate successful completion of thesis and dissertation research courses numbered 5980 and 6980 and for thesis and dissertation equivalent courses numbered 5880 and 6880. These courses are automatically designated for S/U grading on the Class Schedule file.**
4. S/U grading not automatically allowed by University grading policy must be specifically approved by the department and the college offering the course **AND** by the Graduate College when the course carries graduate credit. **Courses must be of a non-competitive nature to be approved for the S/U grading scheme and the entire class must be graded on that basis.**

**Grading may be approved permanently or on a one semester basis. The request must indicate the intent.**

1. DEPARTMENT: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

2. COURSE NUMBER: \_\_\_\_\_ TITLE: \_\_\_\_\_

3. PRESENT GRADING SYSTEM: A, B, C \_\_\_\_\_ S,U \_\_\_\_\_ OPTIONAL \_\_\_\_\_

4. PERMANENT CHANGE: A, B, C, \_\_\_\_\_ S,U \_\_\_\_\_ EFFECTIVE \_\_\_\_\_

5. TEMPORARY CHANGE FOR SECTION/S: \_\_\_\_\_ TO A, B, C \_\_\_\_\_ S,U \_\_\_\_\_

SEMESTER: \_\_\_\_\_ SEC TITLE: \_\_\_\_\_

6. TYPE OF INSTRUCTION: LEC \_\_\_\_\_ LAB/FLD WORK \_\_\_\_\_ SEM \_\_\_\_\_ IND STUDY \_\_\_\_\_

7. REASON FOR REQUEST: \_\_\_\_\_

**APPROVALS**

Dept. Chairperson \_\_\_\_\_ Date \_\_\_\_\_

College Dean \_\_\_\_\_ Date \_\_\_\_\_

Graduate College \_\_\_\_\_ Date \_\_\_\_\_

Academic Publications \_\_\_\_\_ Date \_\_\_\_\_

*Forward to the appropriate offices for approval.*