

OPEN UNIVERSITY COURSE REQUEST FOR CHANGE OF GRADING OPTION

Completed original form must be submitted to the UCSB Extension Student Services Office by the Change of Grading Option Deadline as published in the Open University Calendar, Fees, and Major Deadlines at www.extension.ucsb.edu. Requests for change of grading option are not accepted after the deadline.

Name (first, m.i, last) _____

UCSB Extension Student # _____

Email _____

Quarter _____

Year _____

Course I.D. _____

Course Title _____

Enrollment Code/Session _____

Instructor _____

PLEASE CHANGE THE GRADING OPTION IN THE CLASS

FROM: (check one) Letter Grade Pass/No Pass

TO: (check one) Letter Grade Pass/No Pass

Student's Signature _____

Date _____

PAYMENT OPTIONS (\$25 PROCESSING FEE PAID BY):

By Mail

Check*

Money Order

At Extension Office

Cash

Check*

Credit Card

*Check made payable to the UC Regents

OFFICE USE ONLY:

Date Entered _____

Course dates verified by _____ Approved _____ Not Approved _____