

College of Health & Social Sciences (CHSS)

Policy on Change of Grading Option

Credit/No Credit (CR/NC) grading options can only be changed within the time period allowed by SF State. Students can check CR/NC deadlines on the Registrar's website: <http://registrar.sfsu.edu/deadlines>. In keeping with University policy, CHSS permits grading option changes beyond the deadline for documented, serious and compelling reasons only.

Examples of Serious and Compelling Reasons (verification documentation required):

- Administrative error or grading policy error;
- Specific grade needed as a pre-requisite for a major course;
- Specific grade for a graduate school course
- (700 level courses and above) required for graduation;
- Other calamitous reasons beyond the student's control.

Examples of Non-Serious or Compelling Reasons:

- Not aware of grading option deadline;
- Did not read instructor syllabus;
- Not aware of course enrollment status;
- Grade different than expected.

Students are responsible to ensure that she/he/they choose the appropriate grading option for their situation. Students can check grading option requirements in the Bulletin and their status on the SF State Gateway by using his/her/their student ID number. Go on line to <http://www.sfsu.edu/login.htm>.

Students Requesting Change of Grading Option must:

- Submit the Waiver of College Regulations (preferably typed);
- Must provide appropriate supporting documentation;
- Meet with the instructor and obtain her/his/their signature;
- Have the form signed by the department chair/school director;
- Bring fully signed form with supporting documentation to the Associate Dean's office in HSS 239 for review.

It is always the student's responsibility to ensure timely submission of the petition and documents to the instructor, departments and college. Approval by Instructor or Chair/Director does not guarantee approval by the Associate Dean. Denied petitions at the college level can be appealed to the Board of Appeals and Review (BOAR). Students may take a copy of the denied petition to the Registrar's window at One Stop.