

## **Late/Retroactive Change of Grading Option**

**Changes of grading option are RARELY made after the deadline.**

To receive consideration for such a request, you must submit a written statement that includes the following:

1. Your name, perm number, u-mail address, and telephone number.
2. Complete information about the course (name, number, enrollment code, quarter and instructor's last name) as well as the desired grading option. A detailed explanation of why you did not change the grading option before the deadline and why it is academically important that it is changed now.
3. Only courses that allow optional grading can be considered: check in your Schedule for GOLD to see if the course allows optional grading.
4. If you believe that your request is justified by a serious change in circumstances that arose after the published deadline to change grading option, provide documentation.

It takes approximately ten working days to process a late request and three weeks to process a retroactive request.

***NOTE: If your request is not approved, the original grading option will continue to be reflected on your transcript. If your request is approved, your record will reflect the change, and a transaction charge will be billed to your BARC account.***

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