

Request for Undergraduate S/U Grade Form

- Submit this form to the Office of the Registrar, 232 Capen Hall, by the deadline noted below in the policy section.
- The class registration number(s) must be included on this form or it will not be processed.
- Remember to print a copy for your records.

Student Information:

| | | | | | |
|-----------|----------------------|--------------|----------------------|-------------|----------------------|
| Last Name | <input type="text"/> | First Name | <input type="text"/> | Person Num. | <input type="text"/> |
| UB Email | <input type="text"/> | Plan (Major) | <input type="text"/> | Semester | <input type="text"/> |

I request that an S/U grade be assigned for the following course(s):

| | | | | | | | |
|---------------------|----------------------|------------|----------------------|---------------|----------------------|---------|----------------------|
| Registration Number | <input type="text"/> | Department | <input type="text"/> | Course Number | <input type="text"/> | Section | <input type="text"/> |
| Registration Number | <input type="text"/> | Department | <input type="text"/> | Course Number | <input type="text"/> | Section | <input type="text"/> |
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| Registration Number | <input type="text"/> | Department | <input type="text"/> | Course Number | <input type="text"/> | Section | <input type="text"/> |

Satisfactory/Unsatisfactory Grading Policy and Procedures:

Students may opt to have a course graded as S/U in lieu of the traditional letter grades by completing the Request for Undergraduate S/U Form by the end of the drop/add period for the semester.

Students cannot select S/U grading for any course that is required for their major(s), or is a prerequisite for their major(s) or UB Curriculum/General Education requirements.

No more than 25 percent of a student's UB credit can be graded S/U.

Instructors are not aware if students have selected the S/U option when they submit the earned letter grade. The Office of the Registrar will convert the letter grade to S/U for those students who have opted for S/U grading at the end of the semester. Students may recover the letter grade earned in a course graded S/U if: (a) that course is required for their major(s), or is a prerequisite for their major(s) to which they have changed; or (b) they can document that a graduate or professional school to which they have applied demands the letter grade earned. (Once recovered, the grade can not be reverted back to S/U grading).

The letter grades equivalent to "U" (unsatisfactory) are "C-," "D+," "D," and "F". Students who have opted for S/U grading and earn a "C-," "D+" or "D" may petition their advisor to recover the letter grade if they wish to use the course toward degree requirements.

For S/U Grading Procedures, see the Office of the Registrar website at <http://registrar.buffalo.edu/registration/policies/special-grading.php>.

I have read and agree to the S/U Grade Policy/Procedures:

| | | | |
|-------------------|----------------------|------|----------------------|
| Student Signature | <input type="text"/> | Date | <input type="text"/> |
|-------------------|----------------------|------|----------------------|

Return this form to the Office of the Registrar, Grading Department via:

- Fax: 645-7762
- Campus Mail: 232 Capen Hall

For Office Use Only

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|---------------------------|----------------------|--------------|----------------------|------|----------------------|
| Registrar's Office Action | <input type="text"/> | Completed by | <input type="text"/> | Date | <input type="text"/> |
|---------------------------|----------------------|--------------|----------------------|------|----------------------|