

**REQUEST TO CHANGE THE SEMESTER GRADING METHOD ON A COURSE**

Undergraduate Courses, Curricula, and Academic Standards  
University College  
Division of Academic and Student Affairs

Date of Request:

Proposed Semester/ Session:

To be completed when requesting to offer a special topics course with a grading method different from the approved grading method. Special Topics courses in the same topic may only be offered twice before a Course Action Form must be completed to make it a permanent course. **Grading method must be a current option in course catalog, or else a CIM Courses action must be initiated in workflow.** See [Specialized Courses](#) page for details and assistance.

Proposed Grading Method:(S/U or Letter):\*

Course Credit Hours:

Prefix:

Catalog Number:

Section Number:

Topic ID:

Instructor:

**Method of Evaluation for Letter Grading (scheduled examinations, final examinations, term papers, etc.):**

How many times has this experimental course been taught as a special topic prior to the semester or summer session in question?

#:

Which semester/session? \_\_\_\_\_

Estimated Enrollment:

**\*If Proposed Grading Method is "OR", please include a roster of students enrolled and the grading method they desire.**

**APPROVED:**

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Director of Program/Department Head

Date

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Dean, Division of Academic & Student Affairs

Date

Submit to: [courses-curricula@ncsu.edu](mailto:courses-curricula@ncsu.edu)

Revised: December 2021