The University of Pittsburgh

GRADE OPTION/AUDIT REQUEST
FOR AN UNDERGRADUATE COURSE

1. **Please print clearly.**
2. This form will not be processed if information is incomplete or inaccurate.
3. Submit this form to the Academic Program offering the course no later than the deadline date established by that Academic Program's grade option policy.
4. **Once a grade option/audit is selected, it is final.**

Student's Name (Last, First, M.I.) Please print	Academic Program in which Student is enrolled

Student ID	National ID	CAREER - Circle Only One (1)
	☐☐☐ - ☐☐ - ☐☐☐☐	UGRD DMED MEDS GRAD LAW

FALL ☐   SPRING ☐   SUMMER ☐   YEAR ☐

SUBJECT	CATA LOG #	CLASS NUMBER	COURSE TITLE	ACADEMIC PROGRAM OFFERING THE COURSE

TO SELECT A GRADE OPTION, COMPLETE THIS SECTION

1. Verify in the Schedule of Classes that the grade option you select is available for the course.
2. Consult your advisor before requesting a grade option.

GRADE OPTIONS (Select one only) 1. ☐ S/NC Satisfactory/No Credit 2. ☐ H/S/U Honors/Satisfactory/Unsatisfactory	Student's Signature and Date _____ Department Authorization/Advisor Verification and Date _____

TO SELECT AN AUDIT GRADE, COMPLETE THIS SECTION

☐ Check if Audit	**FOR REGISTRAR'S OFFICE USE ONLY**
Students Signature and Date	Recorded
Instructor/Department/Advisor Verification	Campus Phone Number	Date
		Verified

Updated 08/27/07