



SECTION 1 – UNDERGRADUATE STUDENTS

DEPARTMENT / COURSE: _____

TERM TAKEN: _____ INSTRUCTOR NAME: _____

This course needs a letter grade in order to meet a requirement for:

General Education Section on the TDA that this course meets: _____

Major Section within your major that this course meets: _____

Minor What is your declared minor? _____

Why did you register for this class with a grading basis that you are now requesting to change?

Expected term of graduation: _____ Student signature: _____
(must be in the future)

SECTION 2 – GRADUATE STUDENTS

DEPARTMENT / COURSE: _____

TERM TAKEN: _____ INSTRUCTOR NAME: _____

Attached is a copy of my graduate study plan. I do not yet have a graduate study plan.

Why did you register for this class with a grading basis that you are now requesting to change?

Expected term of graduation: _____ Student signature: _____
(must be in the future)