

Pitt Public Health

Grade Option/Audit Request

Please complete form and make sure that the information is complete and accurate. Email a copy of this form to Pitt Public Health Office of Student Affairs at PHRecord@pitt.edu and to your department's student services coordinator. **DO NOT SEND TO OFFICE OF THE UNIVERSITY REGISTRAR.**

Student's Name _____ PeopleSoft ID # _____

Student's Primary Academic Center _____

Course Title _____

CRN # _____ Subject _____ Course # _____ Term _____
(5-digits) (4-digits)

Academic Center Offering Course _____

This section provides information when selecting a grade option:

1. **Verify with the instructor that the grade option you select is available for the course.**
2. If completing this request BEFORE Add/Drop Deadline: If the course has the grading option of LG (standard A-F), SNC (Satisfactory or No-Credit), or HSU (Honors, Satisfactory, or Non-Satisfactory), the course will default to LG, and SNC or HSU will have to be selected in order for you to receive the SNC or HSU grade. Selection can be done at time of Self-Enrollment. Should you not choose an appropriate grading basis during initial enrollment, you will have the ability to change the grading option using the "Edit enrollment" function in CX for courses up until the end of the Add/Drop period for a term.
3. If completing this request AFTER Add/Drop Deadline: You must complete the first two sections (Student and Course Information, and TO SELECT A GRADE OPTION, COMPLETE THIS SECTION) of [this form](#) and email to PHRecord@pitt.edu. This must be completed by the Deadline to Submit Grade Options forms, found [here](#).

Complete this section to select an audit grade:

Audit
<input type="checkbox"/> Yes, I am choosing to audit the class referenced above.

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Student's signature & Date

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Instructor's signature & Date

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Advisor's signature & Date