

Change of Grade Request

P (Pass) Grades Spring 2020



Newburgh Campus 1 Washington Center, Newburgh, NY 12550
 Middletown Campus 115 South Street, Middletown, NY 10940
 (845) 341-4140 • registrar@sunyorange.edu

Name of Student (Last, First, Middle Initial)	Student #: A	Date
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PLEASE CHANGE THE FINAL GRADE ISSUED FOR THE ABOVE NAMED STUDENT IN THE COURSE(S) BELOW:

CRN#	Subject/ Course Number/ Section	Course Title	Original Grade	New Grade	Reason for Grade Change

Guidance

- Students who wish to pursue this process are required to first meet with a professional advisor (advising@sunyorange.edu) or an Academic Associate Vice President (QuestionAboutMyClass@sunyorange.edu) and obtain signatures below.
- A grade of Pass will include grades A through D-
- The option to change your grade (A through D-) to Pass is only for students who earn a passing final grade
- The deadline for any request to change a letter grade to Pass for the **Spring 2020 semester** is **June 3rd**
- Once a grade is changed to a Pass, it cannot be changed back to the original passing grade

Considerations when pursuing this grade change:

- A student may need GPA-impacting course grades in order to meet the institutional graduation requirements
- A student may need to meet prerequisite requirements for subsequent courses in their program of study
- A student may need GPA-impacting course grades in order to demonstrate satisfactory academic progress
- Inter-SUNY transfer plans could be impacted in some cases
- Programmatic accreditors may have requirements regarding the maximum percentage of courses that may be graded as Pass and/or the particular kinds of courses that may be graded as Pass
- A student may need GPA-impacting course grades in order to be competitive for graduate school admissions (and other purposes external to the program)
- Licensure/certification-qualifying programs may be impacted by licensing/certification requirements

Signatures Required: This acknowledges that the student has been advised on the items outlined above.

Student's Signature	Date	Academic Advisor/Academic AVP Signature	Date
DO NOT WRITE BELOW THIS LINE * FOR OFFICE USE ONLY			
Original Cumulative Average			
New Cumulative Average			
Semester Hours	Attempted	Completed	
Quality Points	CGPA		
Change to Academic Standing			
Records Change by:		Date Changed:	