Students can use this form to request a change of grading scheme for a class.

When you register for classes you have the option to select how you would like to be graded. You may change your grade option up to the class refund/census date by completing this form and submitting it to the registration staff at your campus.

Requests to change Grade Schemes after the refund/census date require an Advisor Signature and must be submitted to the Registrar's Office. Requests will be reviewed on a case by case basis and there is no guarantee that your request will be approved.

Most courses offer the following three grading options:

Letter Grade Option: Colorado Mountain College uses a 4.0 grading system using A-F. Please see the Catalog for more information. **This is the default grading system if no other option is selected.**

Pass/Fail Option: If you select the Pass/Fail Option, you will receive a "P" for the class if you earn the equivalent of a "C-" or better for the course. Likewise, an "F" is assigned if you earn a "D+", "D", "D-", or "F". Although all courses are available through this option, only 20 percent of all courses used to meet degree/certificate requirements can be earned through the Pass/Fail Option.

Audit Option: Students selecting the Audit Option receive an "AU" as the final grade. The student must pay all tuition and fees. Audit students are not required to submit papers or take exams. All risk management and student conduct requirements still apply. Students registered under this option earn no quality points or credit hours. Students cannot meet prerequisite requirements through this grade option. Students registered under the course audit option may re-take the course for credit later.

_____   _____   _____   _____
Last Name   First Name   MI   Student ID

Instructor Name _____   Semester _____

Course Code & Number (e.g. BIO 110) _____   Course Title _____

New Grading Scheme   Please check box if you are a High School/CEPA student

Reason for request (only required if after refund/census date)

Required to Graduate   Financial Aid   CMC Error   Instructor Request   Pre-Req

Please explain details of reason below, and attach any supporting documents.

_____

_____

Student Signature _____   Date _____

Advisor Signature (if required) _____   Date _____

OFFICE USE ONLY

Approved   Not Approved

Comments _____

Processor _____   Date _____

Colleague   Etrieve

This form is processed by the Registrar's Office.

Office of the Registrar
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registrar@coloradomtn.edu