



S/U Grade Request
Semester 2/2019

I, (Full name) Student ID
Phone no. Email
Faculty/College Department
Program of study Current year of study
hereby request to have my grade in Semester 2/2019 for the following course changed to an S/U grade:
Course ID Course title
Section (if any)
for the following reason

Conditions for the Change of Grades to S/U

a) The student who wishes to request to have his/her grade for a course in Semester 2/2019 changed to S or U must complete this S/U grade request form and submit the completed and signed form to Faculty/College/Office in charge of that course on the following website:

<https://bit.ly/2XhvnK0>



The completed and signed request form must be submitted within 2 weeks after the Office of the Registrar announces the grade for the course and may not be submitted after 31 July 2020.

- b) In case the student would like to request S/U grade changes for more than one courses, an S/U grade request form must be separately completed and submitted for each of the courses.
- c) When the S/U grade request for a course has been approved, the grade that the student previously received for that course will be changed as follows:
 - Grades A B+ B C+ C D+ and D will be changed to S;
 - Grade F will be changed to U.
- d) After the grade for a course has been changed, the Office of the Registrar will update the student's grade point average for the semester (GPS) and the student's cumulative grade point average (GPA). An S/U grade on the student's transcript of records will be omitted when calculating the student's GPS and GPA.
- e) Receiving S in any course is considered a pass; the credits of that course count toward the total credits that the student obtains.
- f) Receiving U in any course is considered a fail; the student needs to retake that course if it is a required course.
- g) The student who receives F or U in any course is no longer eligible for a degree with honors.
- h) Once a grade has been changed to S/U, it cannot be reverted.
- i) The student must be aware that receiving an S/U grade instead of an ordinary grade may have negative consequences in the future, including (but not limited to), the eligibility for a degree with honors, course transfer, graduate admissions, scholarships applications, and job applications.

I have read and fully understand the conditions set out above and will proceed accordingly. I hereby authorize KMITL, and the Faculty/College/Office to which this request is submitted, to change my grade for the course detailed above to an S/U grade. I acknowledge that I am fully responsible for all the consequences resulted from this change of grade.

.....Requester
(.....)
Date/...../.....