

Graduate Council and Graduate Studies recognize the added stress and challenges for Fall 2020 quarter due to the COVID-19 pandemic and remote learning. Accordingly, in Fall 2020, each graduate program **may** permit students to take up to 2 courses on a Satisfactory/Unsatisfactory (S/U) basis, that ordinarily would be letter-graded. Each program has determined if an S/U grade for a given course can be used to fulfill degree requirements. It is **essential** that a student **consult their graduate advisor and discuss** the implications of taking one or more courses for an S/U grade to determine whether this option is in the student's best interest, both for this quarter and in the long-term. The discussion with the graduate advisor is also an excellent opportunity to discuss potential changes to the student's academic plan and career goals.

**Limit on Number of Courses for Optional S/U Grading:** A student can use this form to petition to change up to 2 courses to S/U grading. If one course is changed on the initial petition, a second petition can be submitted later in the quarter if needed. Consultation with the Graduate Advisor is required prior to the submission and approval of **each** form.

**Note:** Submitting additional petition(s) later in the term does not mean the student will be able to change more than 2 courses to S/U. Make certain to remind the graduate advisor which courses you plan to take for an S/U grade.

**Students in Multiple Programs:** Students in more than one graduate program must consult a graduate advisor from **each** program. Approval from each program advisor is needed for the courses being petitioned. To do this, ask an advisor from each program submit a completed version of this form.

**Submission Deadline:** The final day to submit Fall 2020 grading option change petitions to Graduate Studies is the last day of instruction, 12/11/20. Once a course has been changed to S/U grading, you cannot submit a second petition to revert to letter grading.

### Student Steps

1. Before completing this form, review the [Important considerations for S/U Grading Option](#) and discuss your plans with your graduate advisor (not Major Professor).
2. Once you have consulted with your graduate advisor, please accurately complete the Student Information and Course Information sections **only**, then review the information to verify it is correct.
  - a. Use the pull-down menus to select your program, degree objective, subject, units, and type into the text fields. This works best with Adobe Acrobat, but most PDF viewers will work. (If you have technical issues with the form, please email [dtemplelang@ucdavis.edu](mailto:dtemplelang@ucdavis.edu).)
  - b. Type a reason for requesting the grade change option for **each** course.
3. Save the file as a PDF file. Reopen it to confirm that the contents were correctly saved.
4. Email the completed form to your graduate advisor for their review
5. Arrange to discuss and confirm the details with your graduate advisor.
6. You will receive an email confirmation when the Grade Change Option has been completed. Please allow for up to 2 weeks processing time.

### Graduate Advisor Steps

1. Accept the invitation to the "work together in Spring2020SUFold folder on Box" email by clicking on the link in that email. Ignore the Spring in the name of the folder; we are using it for Fall quarter also to avoid needing to re-register.
2. Review the form sent to you by the student.
  - a. Confirm the SID, Program name, Degree Objective, Email address
  - b. Check the number of courses for which an S/U grade change is being petitioned
  - c. Check these courses have been approved by the program for an S/U grade for the quarter.
  - d. Check the details for each course (the course CRN, Subject, Name, Units)
  - e. Discuss any implications with the student (See the [Important considerations for S/U Grading Option and Advising Guide](#) for an overview of common issues to address with the student).
3. Type your name into the Graduate Advisors Name box below.
  - a. If possible, insert an image of your signature in the Graduate Advisors Signature box below.
4. Save the file as a PDF. Close and then open it again to confirm that the contents were correctly saved.
5. Using your UC Davis email account, send the PDF document as an attachment to [Spring2.0iqdmrnygqccr5x7@u.box.com](mailto:Spring2.0iqdmrnygqccr5x7@u.box.com)
  - a. Only the Graduate Advisor should send the PDF petition. Students should **NOT** be sending the form to this address. The email will bounce. Again, the "Spring" in the email is correct for Fall also.
6. After a minute or less, you will receive an email with the subject "Success! Your email attachment was uploaded to Box".
  - a. Forward this email to [dtemplelang@ucdavis.edu](mailto:dtemplelang@ucdavis.edu).

## Student Information

Student Name (first name, last name): \_\_\_\_\_

UC Davis Student ID #: \_\_\_\_\_

E-mail: \_\_\_\_\_

@ucdavis.edu

Program: \_\_\_\_\_

Degree Objective: \_\_\_\_\_

Advanced to Candidacy:  Yes  No

How many letter-graded courses in total do you plan to take this quarter as S/U? \_\_\_\_\_

## Course Information

S/U COURSE DESCRIPTION. 1

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section: \_\_\_\_\_ Units: \_\_\_\_\_

Role of course: \_\_\_\_\_

Please state the reason for requesting to take this course for an S/U grade: \_\_\_\_\_

S/U COURSE DESCRIPTION. 2

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section: \_\_\_\_\_ Units: \_\_\_\_\_

Role of course: \_\_\_\_\_

Please state the reason for requesting to take this course for an S/U grade: \_\_\_\_\_

### GRADUATE PROGRAM ADVISOR SECTION *(Advisor with signing authority only)*

Graduate Program Advisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Advisor's Signature: \_\_\_\_\_

### GRADUATE STUDIES SECTION

Approved  Denied

Associate Dean of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_