

Undergraduate Grade Option Change (NC to F)

Important Information

- Effective Academic Year 2026/27, undergraduates may choose to replace an NC with a grade of F in letter-graded courses ([Undergraduate Regulation U-7](#) / [Grading System W-2a](#)). Review the following guidelines before submitting this request:
 - **Eligibility:** This option is available only to **undergraduate students** for letter-graded courses.
 - **Deadlines:** The request must be submitted within **one academic term** of receiving the original NC grade, and **prior to your degree conferral** (graduation).
 - **Finality:** Once this change is processed, it is **permanent**.
 - **GPA Impact:** Replacing an NC with a grade of F will affect your term GPA and academic standing calculations. Consult your academic advisor if you have questions.

Directions

- Complete the **Student Information** section. The Office of the Registrar **cannot accept incomplete petitions**.
- Once all requested information is completed, email the completed form as a PDF file or clear image (PNG, JPEG, etc.) to the [Office of the Registrar](#) using your WOU email account. You do have the option to submit the form in-person with valid photo ID. If you have any questions or require assistance, [email the Office of the Registrar](#) or call 503-838-8327.

Student Information

Student ID: _____ Student Email: _____@wou.edu

Last Name: _____ First Name: _____

Do you have Veteran Educational Benefits? ☐ Yes ☐ No

Class(es) Information

Term | Year: _____

CRN: _____ Subject | Course #: _____ CRN: _____ Subject | Course #: _____

CRN: _____ Subject | Course #: _____ CRN: _____ Subject | Course #: _____

CRN: _____ Subject | Course #: _____ CRN: _____ Subject | Course #: _____

☐ I request to change my grade from NC to F in the course(s) listed above.

By signing this form, I have read and understand the regulation, and I acknowledge that this grade change is permanent.

Signature: _____ Date: _____

Registrar: Office Use Only

☐ SHACRSE ☐ SHASUBJ ☐ SHAINST

☐ Notified Student

Received by & Date: _____

Processed by & Date: _____