Colby Registrar’s Office
Satisfactory/Unsatisfactory Election

Name ___________________________________________ Cls Yr ________ ID # __________

I elect to take the following course on a Satisfactory/Unsatisfactory (S/U) basis:

Course Number ________________________________

FA _____ JP _____ SP _____ Year _______________

IMPORTANT NOTES

1. Departments may specify that major or minor courses must be taken on a conventionally
   graded basis; an S/U election for a course in a major or minor so designated is invalid. It
   is the student's responsibility to be aware of applicable policies. Courses taken S/U cannot
   fulfill distribution requirements.

2. This form is due in the Registrar's Office by the date specified in "Critical Dates and
   Deadlines" on The Registrar's web page.

3. The instructor will submit a letter grade to the Registrar, who will convert it to "S" (for
   grades A through C-) or "U" (unsatisfactory).

4. Satisfactory or unsatisfactory, the grade will not figure in averages.

5. Only "S" or "U" will appear on the student's permanent record and transcript. An "S"
   cannot later be changed to a letter grade, nor will information about the "quality" of the "S"
   be released by the Registrar's Office even upon request of the student.

6. In a course elected on an S/U basis, only marks of "S" will accrue credits toward
   graduation. A limit of sixteen S/U credits may be applied toward the 128 credits required
   for graduation.

7. This S/U election can be revoked only by filing the "S/U Revoke" form before the date
   specified in the current "Critical Dates and Deadlines". The only exception occurs in the
   case of a course taken S/U which may be required for a major or minor declared at a
   subsequent date. The letter grade can be restored upon request of the student and major
   department or program; the "S" or "U" will be reinstated should the major or minor later be
   dropped.

8. Attention is called to the Catalogue statement on The Dean's List: “… must have earned
   15 or more credits …12 or more of which are [letter] graded credits.”

   I have read the above and understand the terms.

Date__________________ Signed __________________________________

Not valid without signature

Approved ____________________________________

Academic Advisor

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