

# College of Social Studies

## Request for CR/U Grade Conversion

(for Sophomore year outside courses)

**Dept/Program** \_\_\_\_\_ **Course #** \_\_\_\_\_

**Student name** \_\_\_\_\_ **Wes ID** \_\_\_\_\_

This is to confirm that I recognize that the letter grade earned in this course will be converted to a CR/U mark on the transcript of the CSS student named above.

This is the standard policy in the CSS Sophomore year.

Instructor name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note to instructors:** CSS students must take their Sophomore year courses on a CR/U basis, and only the result of the CSS Comprehensive Exam will appear on the student's transcript for that year. Sophomores have been instructed that they must attend classes regularly and meet all other class expectations to your satisfaction. If a CSS student wishes to take your course on a graded basis, we ask that you record an A-F letter grade on your grade roster. The Registrar will convert this grade to a CR/U evaluation on the transcript, but the A-F grade can remain as the grade of record within your department or program.

**Note to students:** This signed form must be received by the CSS Office before the end of Drop/Add each semester. Sophomores are strongly advised to register for courses on a graded basis while submitting a Grade Conversion Form as the student may need access to that recorded grade later in the student's career, if the student wishes to apply for a certificate or complete a minor or major that requires a record of the grade. The Grade Conversion Form allows the grade to convert to CR/U on the student's official transcript while remaining in the records of the department or program. This form can also be accessed on the CSS website at [www.wesleyan.edu/css](http://www.wesleyan.edu/css) under "For Majors" "Sophomore Year".