


Change in Grading System Request Instructions for Students

- 1) To submit a Change in Grading System Request, visit <https://etcentral.austincollege.edu/#/form/62>. Log in using your normal AC user name and password. If you receive a "Federation Consent" message when you log in, click "yes."
- 2) Your name, AC ID, and the date will automatically appear on the form, and your courses will appear in a dropdown list below the date (see screen shots below).

 **AUSTIN COLLEGE**

Change in Grading System Request

Name AC ID

Your Name Your ID #

Date

Today's Date


Select Course

Grading System

You will receive an email when your request has been approved or denied.

If you would like to change the grading system for an additional course, please submit a separate Change in Grading System Request.

* Reminder: Under the College's normal policy, a student may opt to take a maximum of one course per term on an S/D/U basis excluding courses that have a mandatory S/D/U grading system.

 **AUSTIN COLLEGE**

Change in Grading System Request

Name AC ID

Your Name Your ID #

Date

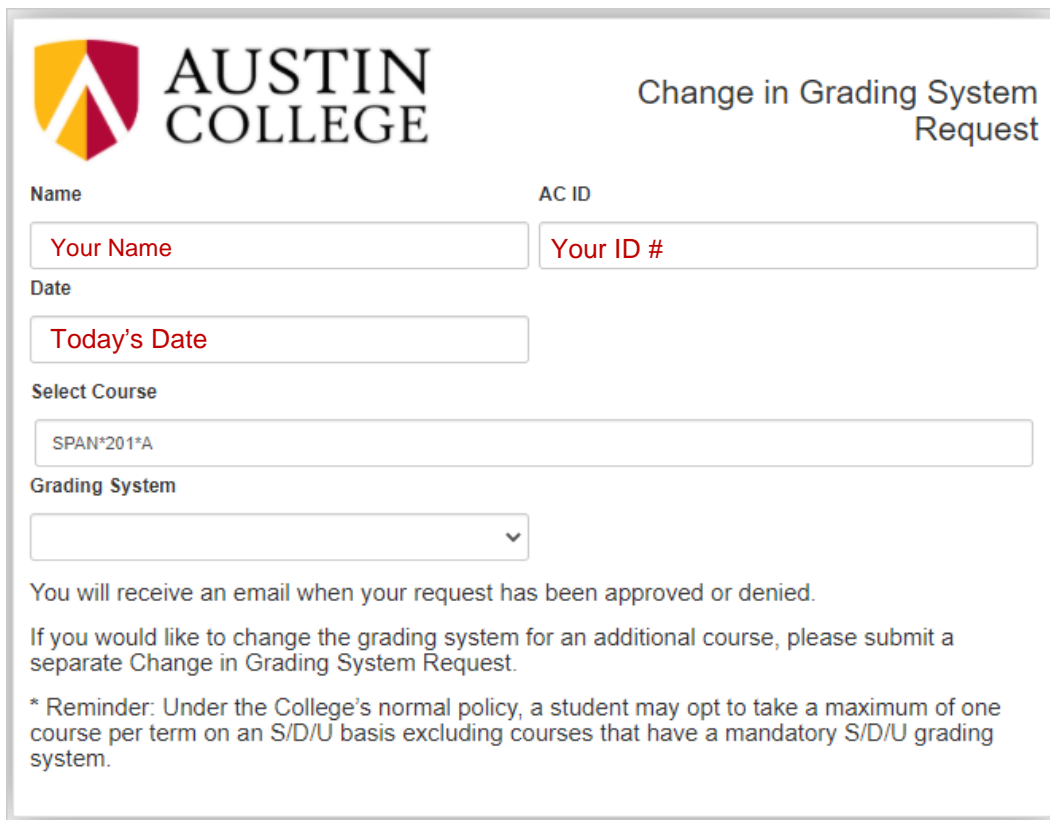
Today's Date

Select Course

- SPAN*201*A - Intermediate Spanish I - Term: 20/FA
- ACCT*261*A - Financial Accounting - Term: 20/FA
- ECO*301*A - Intermediate Microeconomics - Term: 20/FA
- MATH*120*C - Elementary Statistics - Term: 20/FA
- PSCI*120*A - American Political Thought - Term: 20/FA

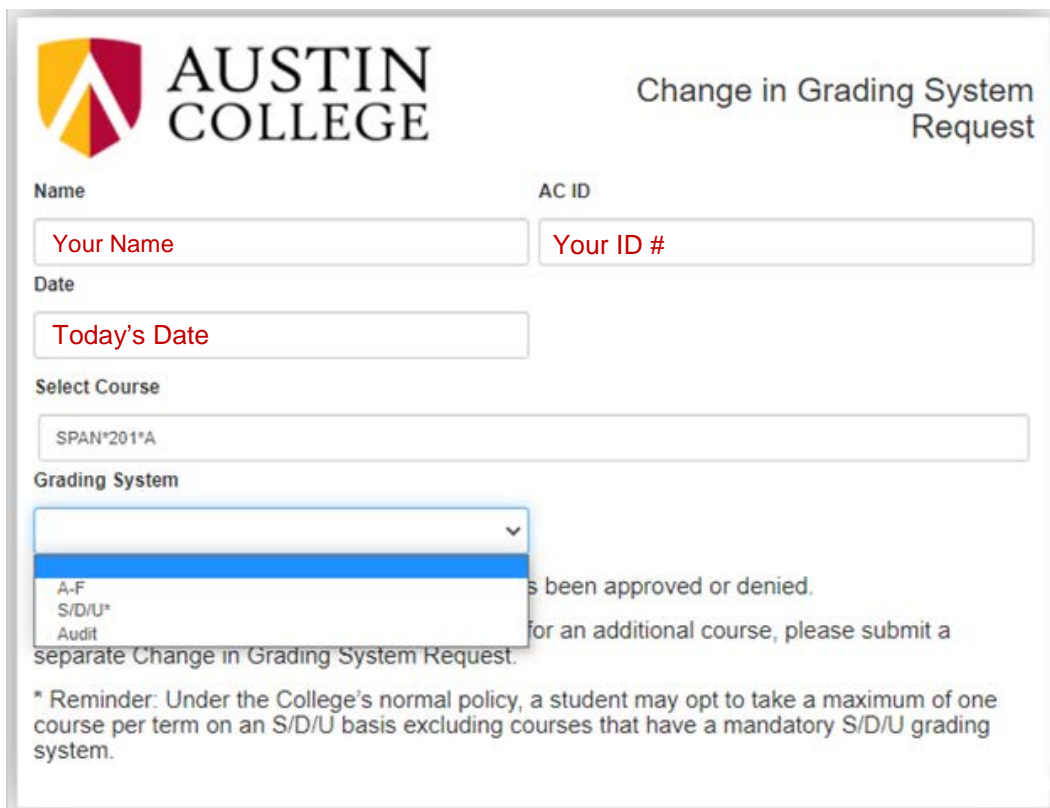
* Reminder: Under the College's normal policy, a student may opt to take a maximum of one course per term on an S/D/U basis excluding courses that have a mandatory S/D/U grading system.

- 3) From the list of courses, select the course you would like to drop. Only one course can be submitted per form.



The form is titled "AUSTIN COLLEGE" and "Change in Grading System Request". It contains several input fields: "Name" with placeholder "Your Name", "AC ID" with placeholder "Your ID #", "Date" with placeholder "Today's Date", and "Select Course" with placeholder "SPAN*201*A". Below these is a "Grading System" dropdown menu. The form also includes a paragraph stating: "You will receive an email when your request has been approved or denied. If you would like to change the grading system for an additional course, please submit a separate Change in Grading System Request." and a reminder: "* Reminder: Under the College's normal policy, a student may opt to take a maximum of one course per term on an S/D/U basis excluding courses that have a mandatory S/D/U grading system."

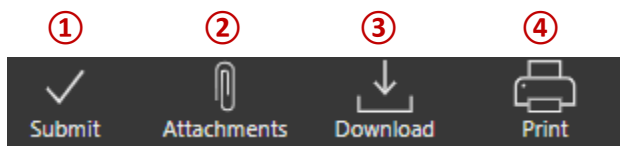
- 4) Next, select an option from the "Grading System" dropdown list.



This form is identical to the one above, but the "Grading System" dropdown menu is open, showing three options: "A-F", "S/D/U*", and "Audit". The text "You will receive an email when your request has been approved or denied." and "If you would like to change the grading system for an additional course, please submit a separate Change in Grading System Request." are partially visible behind the dropdown menu.

- 5) If you have any information that would be helpful for your mentor, your instructor, or the Registrar's Office, attach it as a file using "Attachments" ② in the menu at the bottom of the form. From that menu, you can also download ③ or print ④ the form.

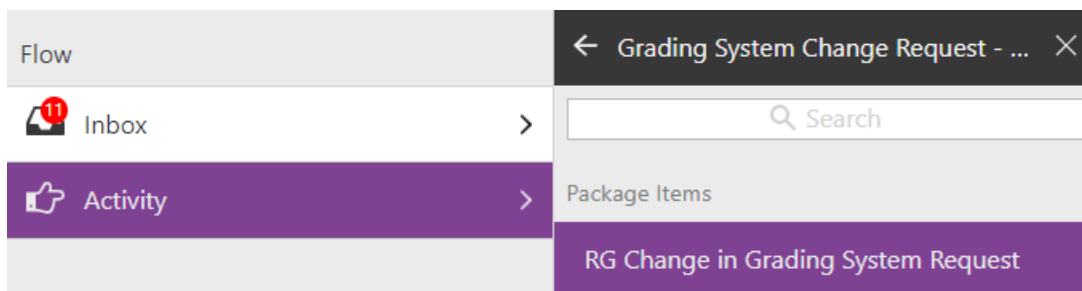
When you are ready to send your request, click "Submit" ①.



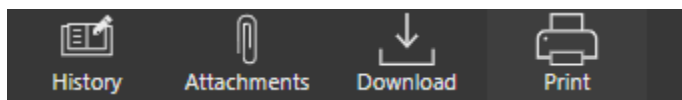
- 6) Once submitted, your form will be sent to your mentor. If your mentor approves your request, it will be sent to your instructor and then to the Registrar's Office for processing if your instructor approves your request. You will receive an email at each of these stages after your request has been approved or denied.

Track Change in Grading System Request Status

- 1) To track the status of your request, visit <https://etcentral.austincollege.edu/>. Click "Activity" on the left-hand side of the screen, and select your Change in Grading System Request from the list in the center of the screen.



- 2) Your Change in Grading System Request form will appear on the right-hand side of the screen. Click "History" ① in the menu at the bottom of the form to track the status.



①

If you encounter any problems or have any questions, please contact the Registrar's Office at registrar@austincollege.edu or x2371.