# LETTER GRADE REQUEST

Missouri State
OFFICE OF EDUCATION ABROAD

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**BearPass Number** **Name: LAST** **First** **MI**

_____ _____

**Date** **Program Name and Host Institution** **Country of Study**

I have discussed the pass/fail grading policy with the Office of Education Abroad and wish to request that my letter grades from my future study abroad term be transferred and calculated into my combined (Missouri State and transfer) GPA. I understand that my request is contingent upon approval from the appropriate academic Department Head(s).

| Int'l Course Code/Number | Int'l Course Title | Course Credit | MSU Course Code/Number Transfer | Dept. Head Signature (signature is required for each course) |
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☐ **Fall**

☐ **Spring**

☐ **Summer** _____ **Year**

I request that all courses for the above term be evaluated for letter grades. I understand and accept the provisions of the letter grading policy including the irreversibility of this decision and the prohibition against selecting specific courses to be transferred as letter grades.

_____ _____

Student Signature Date Education Abroad Director Signature Date