

# USF WORKSHOP POLICIES

## Type of Credit

Students cannot change registration from graduate to undergraduate (or vice versa) nor from credit to non-credit (or vice versa) after the completion of the workshop.

## Grading

Workshops will be graded with either a Pass(P) or No Credit (N) under most circumstances. Some workshops may be available through the University of Sioux Falls that will provide a letter grade (A,B,C,D,F) to participants. However, students should be aware that this type of letter grading is issued only for those workshops where instructors have sought special approval from the University of Sioux Falls. Thus, students enrolled in workshops not designated for issuance of letter grades will receive either a "P" or "N" for a transcript grade. It is not possible to receive a letter grade for workshops that were not pre-approved and designated for issuance of this type of grading. Grades cannot be changed from P/N to letter grade (or vice versa) once the workshop is completed.

## Transcripts

USF does not charge for official transcripts. However, transcript requests must be made in person in the Registrar's Office, or by writing to the Registrar's Office,  
1101 West 22nd Street, Sioux Falls, SD 57105

**CREDIT CARD - VISA\_\_\_\_\_ MASTERCARD\_\_\_\_\_ (if paying for workshop by charge card)**

**CARD #\_\_\_\_\_ EXP. DATE\_\_\_\_\_**

**SIGNATURE\_\_\_\_\_**

form revised 9/04