



Changes in Audit/Credit Status

Changing from Audit to Credit

With the instructor's permission an auditor who has fully participated in a class may switch from audit to credit at anytime before the last class session (for online classes, this would be the last day of the semester). To make the change, the student must already be matriculated in a degree or Graduate Certificate program, or be eligible for "Special Student" status at the graduate level. In addition, the student must pay the full course tuition and must submit a completed "Audit to Credit Change Form." No changes will be permitted after a course ends.

Changing from Credit to Audit

Students may change from Credit to Audit only if their work has been satisfactory. Students switching from Credit to Audit after the occurrence of the posted drop deadline will not be granted any refund in tuition. Students may change a course from Credit to Audit up to and including the non-graded course withdrawal deadline for the semester.

Student's Name _____

Course Number and Title _____

I understand the full policies listed above. Please change this course from:

- Audit to Credit (must be done before the last class session.)
 Credit to Audit (must be done before 50% of the class has taken place)

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Business Office Approval (Audit to Credit Switches Only):

The student has paid the additional tuition to switch the course from audit to credit.

Business Office Signature: _____ **Date:** _____

ONCE THIS FORM HAS BEEN COMPLETED AND THE REQUIRED SIGNATURES OBTAINED PLEASE RETURN THE FORM TO THE REGISTRAR'S OFFICE.