



Changes in Audit/Credit Status

Changing from Audit to Credit

With the instructor's permission and proof of a completed bachelor's degree an auditor who has fully participated in a class may switch from audit to credit up to the end of the seventh week of class. 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 end of the seventh week of class.

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 end of the seventh week)

☐ Credit to Audit (must be done before the end of the seventh week)

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Please return this form to the Registrar's Office: registrar@hartfordinternational.edu