

COURSE STATUS FORM
(Audit – Pass / No Pass)

Directions: Students must complete this form for each term in which they take courses Audit or Pass/No Pass course and submit it to the Registrar’s Office by the appropriate deadline.

Student’s Name: _____ **ID Number:** _____
(Please print) Last First Middle Initial

Semester or Session of Course Status: Fall Spring Winter Summer I Summer II

Course (s) Audited		
DEPT. ###.##	Course Title	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____

Students may audit a course if space is available. Courses audited are indicated on the transcript, but credits and grades are not assigned. The extent to which auditors may participate in a course is established by the professor. Permission must be obtained from the professor before a student registers for a course per semester for students classified as full-time, but additional audited courses are billed at the established rate. Anyone not classified as a full-time student must pay the established rate for each audited course. A Student who enrolls in a course as an auditor may elect to change to credit-bearing status and receive credit and a grade. A student who enrolls in a course for credit may elect to change to audit status. All changes must be made no later than by the last day to drop a course without the W (withdrawn) grade for the semester or session. A course status form must be filed with the Registrar and the Office of the Bursar and payment in full must be made for the applicable tuition and fee charges resulting from the change.

Course Taken Pass / No Pass		
DEPT. ###.##	Course Title	Instructor
_____	_____	_____

To encourage students to enroll in course outside their major, and thus broaden their academic foundation, juniors and seniors may enroll in one course per semester outside their major area on a Pass/No Pass basis. Music lessons for non-majors and Student Teaching courses are graded Pass/No Pass and are not part of this restriction. Those who pass the course receive the appropriate credit; those who fail the course receive no credit. A student who enrolls in a course for Pass/No Pass may elect to change to a graded status. All changes must be made no later than by the last day to drop a course without the W (withdrawn) grade for the semester or session. University Core Curriculum course requirements may not be taken on a Pass/No Pass basis. Professors may not assign Pass or No Pass grades as substitutes for passing or failing grades unless the course is designated Pass/No Pass for all students or a student formally elects the Pass/No Pass Option within the time frame noted above.

Student’s Signature: _____ **Date:** _____

Instructor’s Signature: _____ **Date:** _____

The instructor’s signature is required to enroll in a course for an audit grade. The instructor’s signature for Pass/No Pass guarantees that s/he is aware of the grading actions.