



Change of Credit to Audit Status

Students may change their enrollment status in a course from credit to audit at any time until the last day that students may add a course. After that date, students may, with the permission of the faculty member teaching the course, change from credit to audit status until the last day to drop a course or withdraw from the college. Change of status after this date must also be approved by the Assistant Vice President for Academic Services.

Talk with the instructor to determine the conditions of audit status before making this change.

Note to student: If you are receiving financial aid, whether a grant or scholarship, or veterans benefits changing status from credit to audit may affect your eligibility or repayment. See the Financial Aid Office for implications.

Request to Change Status from Credit to Audit	
I, _____, _____ request change of status in	(Name) (SSN)
_____	_____ from Credit to Audit.
(Course Title)	(Course No.) (Call No.)
_____	_____
(Student Signature)	(Date)
Permission Granted:	
_____	_____
(Faculty Signature)	(Date)
If after the Drop or Withdrawal Date, requires Faculty and Assistant Vice President for Academic Services' signature.	
Permission Granted:	
_____	_____
(Assistant Vice President for Academic Services Signature)	(Date)
Recorded: _____	_____
(Signature)	(Date)
<i>File this form in the student's permanent file.</i>	
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