

Contract for Change from Credit to Audit Status

Students must be aware that changing to an Audit could affect the amount of financial assistance and/or veteran's benefits they receive. For details, students must contact the Financial Assistance Department (for financial aid inquiries) or the Registrar's Office (for veteran's benefits inquiries) before proceeding. Financial Assistance nor Veteran's Administration pay for any audited classes.

This is a contract between the instructor and the student to change a course from credit to audit status.

Steps for completion:

1. Student and instructor complete and sign the form. This can be done any time before the withdrawal date for the term in which the course falls.
2. The instructor submits the form to the Division Chair for his/her signature.
3. The Division Chair signs and sends the form to the Registrar's Office for processing.
4. At the end of the term, students will receive an "AU" grade. If contractual requirements are not met, the instructor will contact the Registrar's Office and request that the student receive a "WD" grade instead of the "AU" grade.

Semester (example: Fall 2009): _____

Student's Name: _____

Student ID#: _____

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Student's Mailing Address: _____

Student's Phone #s: (Day) _____ (Eve) _____

Course to be audited (example ENG 1010 – 76543): _____

(Course number)

(Section #)

Instructor's Full Name (please print): _____

Reason for changing to audit status: _____

Contractual details (instructor's requirements for receiving a grade of "AU" for the course): _____

NOTE: Failure to comply with the above contractual requirements will result in the grade of "WD" for the course.

SIGNATURES:

STUDENT: _____

DATE: _____

For students with financial aid or veteran's benefits: I understand that auditing this class could affect the amount of financial assistance and/or veteran's benefits I receive. I have discussed this with the appropriate office (as stated above) and understand how this may affect my benefits.

INSTRUCTOR: _____

DATE: _____

DIVISION CHAIR: _____

DATE: _____

DISTRIBUTION INSTRUCTIONS: Instructor and Chair may make a copy for their files before sending. The Chair will send the original to the Registrar's Office (mail code REG). Registrar's Office will send a copy to the student once it is officially processed.