

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 Vice President for Academic Affairs. Talk with the instructor to determine the conditions of audit status before making this change.

I, _____,		
(Print Name)		(J Number or DOB)
request a change of status in		

(Course Title)	(Course No.)	(CRN No.)
from Credit to Audit.		
_____		_____
(Student Signature)	(Date)	

Permission Granted:	

(Faculty Signature)	(Date)

ö

Permission Granted:	

(Vice President of Academic Affairs Signature)	(Date)

(Recorded By)	(Date)