

PASS/NO CREDIT and AUDIT REQUEST FORM

BANNER ID: _____

NAME: _____

(Please print)

NOTE: Changes may be made **ONLY** during the first two weeks of the semester for the 12-week session and through the first three working days of the 3-week session. Please check the College catalog for pass/no credit and audit registration policies.

Change my registration for the following course to **PASS/NO CREDIT:** Semester: Session:

_____	_____	_____	_____ Fall	_____ 12 Week
(Department)	(Course #)	(CRN)	_____ Spring	_____ 3 Week

- ◆ Only one course per semester may be opted as a pass/no credit.
- ◆ Courses in your major, minor or general graduation requirements may not be taken pass/no credit.
- ◆ A grade of C- or better must be achieved to receive *Pass (P)*. A pass will not affect your GPA; you will be credited with the hours toward the total hours needed for graduation. If you receive a grade of D+ or lower for the course, a *No Credit (NC)* grade will be noted on your transcript. You will not earn hours toward graduation for a grade of NC; your GPA will not be affected.

Change my registration for the following course from pass/no credit or audit to **GRADED:**

			Semester:	Session:
_____	_____	_____	_____ Fall	_____ 12 Week
(Department)	(Course #)	(CRN)	_____ Spring	_____ 3 Week

Change my registration for the following course to **AUDIT:** Semester: Session:

_____	_____	_____	_____ Fall	_____ 12 Week
(Department)	(Course #)	(CRN)	_____ Spring	_____ 3 Week

Hiram College courses may be audited with the permission of the instructor and subject to class size or space restrictions. Students must formally register for the course by completing an add slip, fulfill regular attendance expectations, and perform any additional tasks stipulated by the professor. If these conditions are satisfactorily met, the audited course will be recorded on the student's official transcript, with the grade of Audit (AU), otherwise a grade of Audit No Credit (ANC) will be assigned.

However, it is important to note that audited courses **do not provide credits toward graduation and that a course cannot be changed from audit to credit status after the first two weeks of the 12-week session or first three days of the 3-week session.**

There is an additional charge per credit for auditing courses. An audit fee is charged per credit hour; the student is subject to all the general college policies on withdrawal and refunds. Audit courses **are not** included in tuition hours, and therefore a change to auditing status may affect financial aid.

I have read the above policy statement and understand that it is my responsibility to make sure I am properly registered for each course I am attending:

Student's Signature _____ **Date** _____

Y:\Registrar-wps backup\office data\Forms\Office Forms\Student Forms Rev 11.18.15

Received: _____ Processed: _____ By: _____