

REQUEST FORM FOR CREDIT/NON-CREDIT COURSES AND AUDIT COURSES

NAME: _____ CLASS: _____ MAJOR: _____

Please note the following conditions for **CREDIT/NON-CREDIT COURSES**:

1. All courses taken on a Credit/Non-Credit basis must be approved by the end of the add/drop period.
2. No course may be changed from Credit/Non-Credit to letter grade **after the end of the add/drop period.**
3. No course may be changed to Credit/Non-Credit **after the end of the add/drop period.**
4. All students in Credit/Non-Credit courses must take all tests and examinations required by the course.
5. Only one Credit/Non-Credit course may be taken per semester.
6. Only courses not being used to meet a specific requirement may be taken Credit/Non-Credit.
7. Only students with junior or senior class level and a G.P.A. of 2.5 or better are eligible to take a course Credit/Non-Credit.
8. You must earn a passing grade to receive credit for the course.
9. CR/NCR marks are not computed in the G.P.A.

I am eligible for CREDIT/NON-CREDIT courses with a _____ Q.P.A. I hereby apply for a course on a CREDIT/NON-CREDIT basis.

Course Number: _____ Student Signature: _____

OR

Please note the following conditions for **AUDITING** courses:

1. All courses must be elected by the end of the add/drop period.
2. Audit courses may be dropped in the normal fashion. Auditors are expected to keep up with all readings and participate in all class work. They are not required to take tests or examinations but may do so.
3. There is no grade recorded and no credit earned for audited courses.
4. Once a student has registered for a class on an audit basis, he or she cannot, at a later date, request that the course be converted to credit.

I hereby apply for a course on an AUDIT basis.

Course Number: _____ Student Signature: _____

The above request is hereby granted:

REGISTRAR