Office of the Registrar
REQUEST TO TAKE A COURSE

AUDIT  PASS/FAIL  SENIOR CITIZEN AUDIT  NO CREDIT NO RECORD

Name: ____________________________________________ ID#: __________________________

Semester/Year: __________________ / __________ Title: ________________________________

CRN: __________________________ Subject: ______________________ Course#: __________ Section: __________

Please check the grading mode you are requesting:
☐ Audit* (Graded solely as “AU”, although student may receive a V due to non-attendance. Cost per credit is not reduced.)
☐ Pass/Fail** (Undergraduate – Standard grades A through C convert to Pass; C- and grades lower equal failure.)
  (Graduate – Standard grades of A through B convert to Pass; B- or lower equal failure.)
☐ Senior Citizen Audit*** (Must be 62 years of age and obtain instructor’s signature on form prior to registration.)
☐ No Credit/No Record*** (required mode for Jesuit Volunteers)

* While an “AU” (audit) grade will be reflected on the academic transcript, the “AU” designation does not apply toward meeting any degree requirement.
** Courses taken as a Pass/Fail will not count for core, major, or minor requirements.
*** Courses registered as Pass/Fail cannot be converted to a standard letter grade after the drop/add period has ended.

Courses taken by Senior Citizen Audit or No Credit/No Record will not be entered on the transcript and may never be converted to do so.

Student signature: ____________________________________________ Date: __________

Instructor signature: ____________________________________________ Date: __________

(Senior Citizen Audits Only)
Advisor signature: ____________________________________________ Date: __________

(Matriculated/Degree Seeking Students Only)

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