



## 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.

*Note to student: If you are receiving financial aid, whether a grant or scholarship, or veterans benefits changing status from credit to audit may affect your eligibility or repayment. See the Financial Aid Office for implications.*

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)

*If after the Drop or Withdrawal Date, Faculty and Vice President for Academic Affairs' signatures are required.*

Permission Granted:	
_____	_____
(Vice President of Academic Affairs Signature)	(Date)

_____	_____
(Recorded By)	(Date)