

**GRADE OPTION/AUDIT REQUEST
FOR AN UNDERGRADUATE COURSE**

1. Please print clearly.

2. This form will not be processed if information is incomplete or inaccurate.
3. Submit this form to the Academic Program offering the course no later than the deadline date established by that Academic Program's grade option policy.
4. **Once a grade option/audit is selected, it is final.**

Student's Name (Last, First, M.I.) Please print	Academic Program in which Student is enrolled
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Student ID	National ID	CAREER - Circle Only One (1)																		
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SUBJECT	CATA LOG #	CLASS NUMBER	COURSE TITLE	ACADEMIC PROGRAM OFFERING THE COURSE
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TO SELECT A GRADE OPTION, COMPLETE THIS SECTION

1. Verify in the Schedule of Classes that the grade option you select is available for the course.
2. Consult your advisor before requesting a grade option.

GRADE OPTIONS (Select one only) 1. <input type="checkbox"/> S/NC Satisfactory/No Credit 2. <input type="checkbox"/> H/S/U Honors/Satisfactory/Unsatisfactory	Student's Signature and Date <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Department Authorization/Advisor Verification and Date <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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TO SELECT AN AUDIT GRADE, COMPLETE THIS SECTION

<input type="checkbox"/> Check if Audit	FOR REGISTRAR'S OFFICE USE ONLY
Students Signature and Date	Recorded
Instructor/Department/Advisor Verification	Date
Campus Phone Number	Verified