Office of the Registrar
PO Box 4103, Flagstaff, AZ 86011
Phone: 928-523-5819 ♦ Fax: 928-523-1414
Registrar.Grades@nau.edu

NAU
NORTHERN
ARIZONA
UNIVERSITY

CHANGE TO CREDIT OR AUDIT

This form may be used to change a class to credit or audit.

Write the Term and Year: (ex. Spring 2019) _____

Name, _____, _____, _____
First   Last   MI

Student ID#: _____, Phone Number: (_____)_____, Email: _____@NAU.EDU

I would like my grading basis to be:

☐AUDIT (from Credit)   CREDIT (from Audit)

Subject & Catalog#: _____   Class #: _____

_____

Request – Before the Deadline

I am requesting to change my grading basis to credit or audit before the deadline.

Instructor Acknowledgments

I approve of this change in grading basis. I also waive all required prerequisites.
Instructor Signature: _____   Date: _____

Petition-After the Deadline

Please provide a brief description of the circumstances that require this petition:
_____
_____

REQUIRED PERMISSIONS
Signatures may submitted via NAU email.

	Instructor Name (PRINT)	Instructor Signature	Date (Required)
☐ Approved ☐ Denied			
☐ Approved ☐ Denied	Dpt. Chair Name (Print)	Dpt. Chair Signature	Date (Required)
☐ Approved ☐ Denied	Dean/Designee Name (Print)	Dean/Designee Signature	Date & Stamp (Required)

International Students

☐   As an F-1 or J-1 International student, I have met with an International Student Advisor.

Acknowledgments

I have completed this form and acknowledge the following:

☐   I understand that Audit means I will not earn a grade.
☐   I will meet with Financial Aid to discuss any financial implications resulting from filing this petition.
☐   I will be charged a $25 fee if processed as a petition.

Student Signature _____, Date: _____

Policy

Auditing a course means that the student regularly attends scheduled class sessions, but earns no credit and no grade. Auditing students participate in class and sometimes complete assignments and take examinations, but do not receive an A,B, C, D, or F grade from the instructor. Auditing offers students the option of exploring a course(s) without affecting their grade point average (GPA).

Auditing Students:

- are responsible for attending class regularly and participating in a satisfactory manner.
- are not required to complete written assignments or exams.
- are responsible for consulting with the instructor to determine acceptable satisfactory performance.
- receive a grade of "AU" (audit) for satisfactory attendance and classroom participation. However, the "AU" grade does not count in calculating the student's GPA, toward graduation, or in meeting professional requirements. If, in the instructor's judgment, the student has not conscientiously participated, the course will be expunged from the student's record.

Changing Enrollment from "Audit" to "Credit-Bearing." Prior to the published deadline for adding courses, students may change their enrollment in a course from audit to credit-bearing or from credit-bearing to audit—*but only with the instructor's signature and stamp*.

The grading option may be changed after the close of Drop/Add if the student fills out a "Petition to Change from Credit to Audit" form found on the Registrar's Website under Forms and Policies.

After a student completes a course as an audit, the "AU" on their permanent record may not be changed to a credit-earning grade; however, students may retake a previously audited course for credit.

Financial Implications:

- Audits are not used in credit-unit totals for determining financial aid eligibility.
- Students who live in university-operated housing should contact the Office of Residence Life to see if audited units will count in their term total for determining full-time status and housing eligibility.
- Students using Veteran education benefits should see Veterans Services.