Office of the Registrar PO Box 4103, Flagstaff, AZ 86011

Phone: 928-523-5819 ♦ Fax: 928-523-1414

[Registrar.Grades@nau.edu](mailto:Registrar.Grades@nau.edu)

**Lapse Incomplete Grade to “F”**

*This form may be used to manually lapse an “I” grade to an “F” grade instead of a “W” grade.*

Write the Term and Year: (ex. Spring 2024) Name, , ,

First Last MI

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

Class Name (ex., BIO 181) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Number (ex., 4357) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I would like my “I” grade to be lapsed to an “F” instead of a “W”.
* The external organization requiring this grading change is (please leave blank if not applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 have checked in with the external organization listed above (leave unchecked if not applicable).

I understand that my “I” grade will lapse to an “F”.

I understand that after filing this form my “F” grade cannot be changed to another grade.

I will meet with Financial Aid to discuss any financial implications resulting from filing this petition.

Student Signature , Date:

**Registrar’s Use ONLY**

**Processed by: 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](http://nau.edu/Registrar/Forms-and-Policies/) 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.