**SAINT JOSEPH’S UNIVERSITY**

**CHANGE FROM CREDIT TO AUDIT**

**CHECK ONE:**
- [ ] COLLEGE OF ARTS AND SCIENCES COURSE
- [ ] HAUB SCHOOL OF BUSINESS COURSE
- [ ] UNIVERSITY COLLEGE/SUMMER SESSION COURSE
- [ ] CONTINUING EDUCATION
- [ ] GRADUATE PROGRAM COURSE

1. **STUDENT NAME:** ________________________________________________
   **IDENTIFICATION NUMBER:**

   **COLLEGE:**
   - [ ] Arts and Sciences Student
   - [ ] Haub School of Business Student
   - [ ] University College Student
   - [ ] Graduate Program Student

   **CLASS LEVEL:**
   - [ ] Freshman
   - [ ] Sophomore
   - [ ] Junior
   - [ ] Senior

   **MAJOR:** ___________________________________________________

2. **Permission is requested to change status from credit to audit in the following course:**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Credits</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **STUDENT SIGNATURE** ___________________________ **DATE** ____________

3. **Request has been discussed with the student and is recommended _________
not recommended _________.

   **INSTRUCTOR SIGNATURE** ___________________________ **DATE** ____________

4. **Request is approved _________ not approved _________.

   **APPROPRIATE DEAN/DIRECTOR SIGNATURE** ___________________________ **DATE** ____________

**N.B.** To receive an audit grade (X), a student is required to attend scheduled classes and do regular course assignments and exercises. An auditor is not required to take the final exam or write a term paper. Exceeding the class cut policy determined by the professor will result in the grade being changed from audit to withdrawal (W).