UNIVERSITY OF THE SCIENCES IN PHILADELPHIA

OFFICE OF THE REGISTRAR

STUDENT REQUEST TO CONVERT FROM CREDIT TO AUDIT STATUS

AUDIT DESCRIPTION:

This description is used to indicate satisfactory attendance by and auditor; such a student does not take examinations and receives no academic credit for the course. A final grade of **AU** will, however, appear on the student's transcript.

INSTRUCTIONS:

1. Students can convert from credit to audit status during the drop/add period of each semester. At no other time during the semester will a request to convert from credit to audit status be approved.

2. Students must obtain this request from the Registrar's Office.

3. Students are required to obtain the approval of both the course instructor and the appropriate academic dean.

4. The completed form, signed and dated by all parties, must be submitted to the Registrar's Office.

Student's Name: _____
Last First M.I.

I WISH TO TAKE THE FOLLOWING COURSE AS AN AUDIT

_____	_____	_____	_____
Dept.	Course #	Section #	Course Title

Requested by: _____
Student Signature Date

Approved by: _____
Instructor Signature Date

Approved by: _____
Academic Dean Signature Date