



Deanship of Admissions & Registration
Office of the Registrar

Request for Change of Status of a Course from Regular to Audit
(For Undergraduate Students Only)

Important Notes: (Please read this carefully before making the request.)

- A student can audit a course only if he is expected to graduate in the current term.
- A student cannot audit a course that is needed by him to graduate.
- The "audit" status of a course cannot be changed to "credit".
- Course once audited cannot be repeated for credit in subsequent term(s).
- This form must be submitted to the Office of the Registrar by the Last Day of Dropping Courses with grade of "W" (check current academic calendar).

Term:

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Date: _____

Student Name: _____ ID #: _____

The above student is expected to graduate at the end of this term and is currently registered in (Course & Section) _____. He now wishes to change the status of this course from regular to audit for the following reason(s), and we concur with his request.

Justification

Advisor

Chairman, Major Department

Course Instructor

Chairman, Dept Offering the Course

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