Request for Audit
(Change of Grade Mode)

Complete this form if you are seeking to change your existing course registration from Standard grading (or S/U grading) to Audit. The deadline to change grade modes is the drop/add deadline associated with the semester or mini-term.

Note: This form is NOT to be used for the 60+ Audit Program.

Step 1: Complete the following information:

Student Name

Z Number

Phone Number

Semester for Grade Change to Audit

What course do you wish to change from Standard grading (or S/U grading) to Audit?

Course Prefix	Number	Section #	CRN	Credits	Course Title

I understand that I must have all appropriate signatures and have this form to the Registrar's Office no later than the end of the drop/add period. I further understand that once I have requested to have the grade mode changed, this action cannot be reversed.

Student Name

Student Signature

Date

Step 2. Print and sign this form.

Step 3. Provide this form to the course instructor to approve the request to change the course to Audit.

Instructor Name

Instructor Signature

Date

Instructor E-Mail Address

Instructor Phone Number

Step 4. If you are a degree-seeking student, you must have your academic advisor sign this form. If you are not a degree-seeking student, skip to **Step 5**.

Academic Advisor Name

Academic Advisor Signature

Date

Academic Advisor E-Mail Address

Academic Advisor Phone Number

Step 5. Once all information has been completed and signatures are obtained, submit this to the Registrar's Office. You may either drop it off at Room 144 in SU-80 or scan and send it from your FAU email to registrar@fau.edu.