I. PURPOSE

To outline the process for selecting grade options or requesting audit of a course, in accordance with the University grading system.

II. SCOPE

This procedure applies to all undergraduate courses for which grade options are available. Procedures for graduate courses are established by the individual academic centers offering the course.

III. ADMINISTRATIVE RESPONSIBILITIES

The Instructor may choose to offer a course under one of the available grade options established by Policy 09-01-03, Grading Options, in accordance with the policies of the academic program and center offering the course. The instructor is also responsible for approving all requests to audit the course.

Academic Advisors are responsible for reviewing a student's program of study and determining if the grade option/audit request is consistent with the student's degree goals.

A Representative of the Academic Center offering the course (e.g., representative of the academic dean, department chair) is responsible for approving grade option and audit requests and forwarding the Grade Option/Audit Request for an Undergraduate Course forms to the Office of the University Registrar no later than noon on the next business day of the deadline date listed below:

<table>
<thead>
<tr>
<th>TERM/SESSION</th>
<th>STUDENT DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Spring Terms</td>
<td>End of the 4th week of the term</td>
</tr>
<tr>
<td>Summer Term</td>
<td>End of the 4th week of the term</td>
</tr>
<tr>
<td>Summer 12 week</td>
<td>End of the 3rd week of the session</td>
</tr>
<tr>
<td>Summer 6 week 1 and 2</td>
<td>By Wednesday of the 2nd week of the session</td>
</tr>
<tr>
<td>Summer 4 week 1, 2 and 3</td>
<td>End of the 1st week of the session</td>
</tr>
</tbody>
</table>

The Office of the University Registrar is responsible for processing Undergraduate Grade Option/Audit Request forms.

IV. PROCEDURE

A. Requesting Grade Options or Course Audit for Undergraduate Courses

Student  

1. Meet with an academic advisor to determine the feasibility or merit of taking a course consistent with your program of study on an other than a letter grade basis.

2. By the deadline date established by
the academic center offering the
course, complete and sign FORM
0084, Grade Option/Audit Request
(Exhibit A), provided by the
academic center.

a. For Audit Requests, obtain the
signature of the instructor
before submitting FORM 0084 to
the academic center.

3. Verify that the course selected
can be taken on other than a letter
grade basis or on an audit basis.

4. If approved, sign the Grade
Option/Audit Request.

5. Forward the white (original) copy
to the Office of the University
Registrar and the issue pink copy
to the student. Retain the yellow
copy on file in the academic
center.

6. Process Grade Option/
Audit Request forms.

V. EXHIBIT
Exhibit A - FORM 0084, Grade Option/Audit Request
Form Instruction Guide

VI. REFERENCE
Academic Regulation: Grading Options
Academic Regulation: Grading System