GRADUATE STUDIES -- ARTS AND SCIENCES

(Grade Option Request for 2000 and 3000 Level Courses ONLY)

A student may register to audit an A&S graduate course only with the approval of the instructor. The letter N is recorded by the instructor if the student satisfies the conditions agreed upon with the instructor. All students who audit courses are required to be registered as auditors in each course they audit.

This form is proof of an agreement between the student and the instructor to receive the option requested below rather than the standard letter grade option for the course.

It is the responsibility of the instructor to ensure that the final grade issued for each student is a valid grade for the grade option selected. Ideally, this must be made during the first two weeks of the term, **but it can occur at any point in the term as long as the instructor agrees.**

****This form does not need to be presented to the Registrar's or the Dean's Office****

STUDENT'S NAME:_____**DEPT:** _____

COURSE TITLE/COURSE #:_____**CRN (5 digit #):**_____

CHOOSE A GRADE OPTION (Note that the HSU option is not available in FAS.)

S/N (Satisfactory/Audit):_____ **OR N (Audit):**_____

DATE: _____

(Instructor Keep Top Portion)

I approve _____ request for the _____ option
student's name

for the folloing course: _____.
course title/number/crn#

INSTRUCTOR'S SIGNATURE _____.

Graduate Teaching Assistants and Fellows must maintain registration as specified in their teaching contract. A minimum of nine credits for a full appointment; six credits for a half appointment; three credits for a quarter appointment. This applies to those appointed for the Fall and/or Spring Terms.

(Student Keep Bottom Portion)