R ROOSEVELT UNIVERSITY

Office of the Registrar

PASS * FAIL * AUDIT - GRADE OPTION REQUEST

Please submit this form to the Registrar's Office: in Schaumburg, Rm 125; or in Chicago, Wabash **Building 1M14**
NO changes allowed after second week of classes

Student ID #: _____ Term: _____ Yr: _____

Name: _____
         Last   First   Middle

Address: _____
           Street   City   State   Zip

Please change the grade option on my registration: _____ **To Pass/Fail**
(No changes permitted after the second week of classes)   _____ **From Pass/Fail**
                                                              _____ **Audit**

CRN: _____ Subject: _____ Course #: _____ Section: _____

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_____ _____ _____
        Student's Signature   Date   Advisor's Name (please print)

                                                 _____ _____
                                                        Advisor's Signature   Date

PASS/FAIL POLICY
A grade of *P* indicates a quality of work at or above the lowest passing grade. The number of semester hours of such courses may not exceed one-half of the total semester hour load for that term. The total semester hours with Pass/Fail grades for each student should not exceed 30 semester hours.

Excluded from the Pass/Fail option:
All ELP courses, ENG101, ENG 102, all courses in the major, the supporting science courses for the Bachelor and Science degree, courses taken as a minor where required by general policy action of a department applicable to all of its majors. Music and Education major students may not take music courses on Pass/Fail basis, College of Business Administration students cannot take major, core, or specific requirements courses on Pass/Fail basis such as: ECON 101, ECON 102, ECON 234, and MATH 116.

Credit Hours/GPA
The number of credit hours for which the grade of *P* is received will be counted toward the degree requirements but it will be omitted from the student's grade point average. However, the grade of *F* will be included in the computation of the GPA.

AUDIT
AU grade option is final. Students who audit the course will not receive academic credit for it and must indicate *audit* when registering. The student is expected to attend classes consistent with the instructor's attendance policy. The student may participate in any or all course requirements and examination. The grade of audit *AU* will be recorded on the academic record. Financial Aid will not cover an audited course. The tuition for auditing is 50% of the regular tuition amount. Students must pay all applicable fees.