



**EKU Office of the Registrar**  
SSB 239 (859) 622-2320

**AUDIT, PASS/FAIL Grade Mode Change**

*Not all courses are approved to be taken as Audit or Pass/Fail. If you are not sure whether a course has been approved, please call the Registrar's Office.*

**Term:** \_\_\_\_\_ **Year: 20** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

Last First M.I.

**Phone #:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Major:** \_\_\_\_\_

*[Please use pen; initial any corrections]*

<b>CHANGE TO AUDIT GRADE MODE</b>			
<i>This change requires signatures of Instructor and Dean of College.</i>			
CRN (5 digit section no.)	Course Prefix	Course No.	Credit Hrs.
<b>Instructor: Print Name</b>			<b>Instructor's Signature</b>
<b>Dean of College: Print Name</b>			<b>Dean of College (student's major): Signature</b>
<p><b>Audit:</b> I understand that any course taken as AUDIT will not count as progress toward any ECU degree, and I will be charged fees for the audited course. I take responsibility for the decision to change the above course to AUDIT grade mode.</p>			

<b>CHANGE TO PASS/FAIL GRADE MODE</b>			
<i>Only signature of student is required.</i>			
CRN (5 digit section no.)	Course Prefix	Course No.	Credit Hrs.
<p><b>Pass/Fail:</b> I certify that I have earned 30 or more hrs. and have a minimum GPA of 2.0. Further, I understand that any course taken as Pass/Fail will not count as a General Education course, or toward my major or minor, and must be exclusively in the category of Free Electives. I understand that hrs. failed, "F" grade, will be used in my GPA calculation but that a "P" will not. I take full responsibility for the decision to change the above course to Pass/Fail grade mode.</p>			

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_