

Please follow the directions:

1. This form will not be processed if information is incomplete or inaccurate.
2. Submit this form to the department offering the course no later than last day of late registration.
3. Once a grade option/audit is selected, it is final.
4. Submit completed forms to the Registrar's Office for processing.



## PASS/FAIL/AUDIT REQUEST

OFFICE OF THE REGISTRAR  
 POST OFFICE BOX 8104 ✦ 300 COLLEGE STREET, NORTHEAST  
 ORANGEBURG, SC 29117-0001 ✦ (803) 536-7185 ✦ FAX: (803) 536-8602

Please print clearly

CHECK ONE

YEAR

Campus Wide ID									

  
  
 UNDERGRADUATE

 GRADUATE

 FALL  
 SPRING  
 SUMMER

Student Name			Expected Date of Graduation
_____	_____	_____	_____
Last	First	M. I.	CLASSIFICATION

Course ID	Course Title
_____	_____

Department offering course: \_\_\_\_\_

TO SELECT A GRADE OPTION, COMPLETE THIS SECTION

1. Check the University Academic Calendar for the period to select the specific Grade Option.
2. Consult with your advisor before requesting a grade option.

OPTION
1. <input type="checkbox"/> PASS/FAIL (Undergraduate Only)
2. <input type="checkbox"/> AUDIT

Signature - Student	Date
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Signature - Department Chair	Date
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TO SELECT A AUDIT GRADE, COMPLETE THIS SECTION

<input type="checkbox"/> Check if Audit
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Signature - Student	Date
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Signature - Instructor	Date
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**Audit Policy**  
 (Refer to Undergraduate Catalog)

To audit a course, a student may attend a class to listen to the lectures, but may not participate in classroom procedures. The student is not responsible for any assignments or examinations. No Credits can be earned in an audited course by examination or otherwise.

All students who elect to audit courses for a specific semester must obtain and submit an approved audit request form to the Registrar's Office. The student must follow the regular registration process to enroll in the course. Students who have registered for courses on an audit basis and who wish to change registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day of late registration.

Students must complete the prescribed procedures for enrollment through the Registrar's Office before attending classes.