



Admissions and Records
 1202 W Thomas Road
 Phoenix, AZ 85013
 Office: 602.285.7777

GRADING BASIS CHANGE REQUEST

In courses with credit/no credit (P/Z) grading, the student may request standard grading (A,B,C,D,F), within fourteen days including the date of the first class meeting. The Instructor must immediately notify the Office of Admissions and Records. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Office of Admissions and Records within fourteen (14) days including the day of the first class meeting. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

Legal Name (Last, First, Middle) _____

SEMESTER OF ENROLLMENT 20____

- FALL SUMMER I
 SPRING SUMMER II

Student ID or SS#: _____

Class # _____ Subject _____

Class Title _____ Units _____

Deadlines: Select one

Deadline to Change Type of Grading: A-F to P/Z, or P/Z to A-F
(Within 14 days including 1st Class Period)

Deadline to Change from Audit Grade to Credit Grade
(Within 1st Week of Class)

Deadline to Change from Credit Grade to Audit Grade
(Within 1st Five Weeks)

Student Signature _____ Date _____

APPROVE

DENY Instructor Signature _____ Date _____

Processed by: _____ Date: _____