University of West Florida **Office of the Registrar -- (850) 474-2244**

CANCELLATION OF THE AUDIT OPTION

AUDIT GRADING OPTION POLICY

Students who have been admitted to the University may choose to audit a course by noting an "X" in the type-grade column on the "Registration Schedule" at the time of registration.

A. Students who are enrolled at the University may choose to audit a course at the time of registration and through the end of the Drop/Add period.
B. Students may change from audit to conventional letter grade system on or before the end of the fourth (4^{th}) week of a fall or spring semester (see Academic Calendar for summer semester and short term dates).
C. Out-of-State fees are not assessed for audit courses. Out-of-State students changing from audit to the conventional letter grade system will be assessed out-of-State fees.
D. No credit is earned for an audited course.

UWF I.D. Number _____

Circle Semester: **Fall** **Spring** **Summer** **Year:** _____

Name _____
Last First Middle

Daytime Phone _____ **E-mail Address** _____

I originally registered for the following course on an <u>AUDIT</u> basis:

Reference Number: _____ **Course Prefix & Number:** _____ **Hours:** _____

I now *cancel* this option and elect the conventional letter grading system for this course.

By my signature, I acknowledge that I have read and understand the above Policy.

Student's Signature: _____ **Date:** _____

Instructor's Approval: _____ **Date:** _____

Rev. 0807

Processed:

_____ _____
Initials Date