



REQUEST TO CHANGE A CREDIT/AUDIT (INSTRUCTOR COURSE PROGRESS REPORT)

A request to change from credit to audit or audit to credit is made after the final date to withdraw from the course with a “W” on the transcript or after a course has been completed.

The student is responsible for completing and submitting:

1. An Application for Exception to Catalog Regulations petition form and explanation
2. Submit a Request to Change A Credit/Audit form for each course requested
3. Submit appropriate Add and Drop Slips signed by the instructor for each course requested
4. Applicable documentation to support request

If you have any questions, please contact the Business Exceptions Secretary or Academic Adviser at (316) 978-3203.

This Request to Change a Credit/Audit form can be returned to the Business Advising Center in Clinton Hall 114 by the student or the instructor.

Part I: To be completed by the STUDENT

myWSU ID: _____ Date: _____
 Last Name: _____ First Name: _____ Middle Initial: _____
 Major: _____

Information about the course requested:

Semester and Year: _____ Credit Hours: _____ CRN: _____
 Department and Course Number : _____
 Current Course Status: Credit Audit
 Status Request: Credit Audit

Part II: To be completed by the INSTRUCTOR

Date: _____ As of this date, the student is receiving a grade of: _____
 Course Length: 2 week 4 week 8 week Full Semester Other (specify): _____
 Please indicate the student’s attendance practices: _____

Recommendation to the exceptions committee:

- I approve the late withdraw. I do not approve the late withdraw.

Additional instructor comments (pertinent information regarding the student’s performance or circumstances):

Instructor’s Name (please print): _____

Instructor’s Signature _____