



# Audit or Credit / No Credit Grading Option: Undergraduate

Purpose: Used by all undergraduate students who chose to audit a course (AU) as per the University Audit policy or to take a course under the CR or NC option as per the University CR/NC policy.

## Student Instructions

1. Register via CheckMarq for the appropriate course.
  2. Complete Sections 1 & 2 of this form using a computer.
    - a. a **handwritten form will not be accepted.**
    - b. an incomplete form will not be processed and returned to you for completion.
  3. Print the form using the 'Print Form' button.
  4. Sign the form in Section 3; a digital signature is **not** acceptable.
  5. Take this form to your college office for processing before the last day to register for the class, as listed in the [Academic Calendar](#).
  6. Allow one week for processing and then confirm your schedule change via CheckMarq.
- NOTE:** this form will not be accepted after the deadline.

## College Instructions

1. Designate approval or denial and sign the request in Section 4.
2. Notify the student.
3. Scan the request to the Office of the Registrar via ImageNow. The Office of the Registrar will change the grading option in CheckMarq.

## Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
*Last name, First name, Middle name*

Former Name(s) \_\_\_\_\_ Email \_\_\_\_\_ @marquette.edu

College \_\_\_\_\_ Major \_\_\_\_\_ Phone \_\_\_\_\_

### Class Level

- Freshman (0-23 credits)   
  Sophomore (24-59 credits)   
  Junior (60-89 credits)   
  Senior (90+ credits)\*
- Non-Degree
- \*Seniors: provide Expected Graduation Date \_\_\_\_\_

## Section 2: Course Information

I hereby request the following grading option (*check only one*)

- Audit  
*\*Note: this grade will not be accepted to fulfill any degree requirements, including core*
- Credit/No Credit Grading Option  
*\*Note: Credit = C or better work in class  
 this option is only available for: elective courses taken as a Junior or Senior*
- This course is part of my   
 Major Requirements   
 Minor Requirements   
 Electives

For this course

Term/Year	Session	Subject (e.g., ENGL)	Course/Catalog Number (e.g., 1001)	Section (e.g., 101)	Credits	Day/Times Class Meets

## Section 3: Student Statement/Signature

I request the course above be changed to the Grading Option indicated. I accept responsibility for the grading option and acknowledge that I understand the grading policies, as outlined in the current Bulletin and the potential consequences to my degree progress if this request is approved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 4: College Decision

- Approved   
 Denied

Comments/Exceptions/Conditions \_\_\_\_\_

Signature of College Representative \_\_\_\_\_ Date \_\_\_\_\_