SAN JOSÉ STATE
UNIVERSITY

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

Credit/No Credit/Audit
Option Form

Policy: Deadline to submit this completed form is the last day to add a class. The specific deadline date is listed in the Schedule of Classes and on the Registration Calendar (http://www.sjsu.edu/registrar/calendar)

Instructions:

1. You must be registered for the course prior to submitting this form
2. Please print clearly
3. Return completed form to "R" Counter in the Student Services Center.

SJSU ID #:_____Student Name: _____
Last First Middle

Mailing Address: _____
Street # City State Zip Code

Phone: _____ Email address: _____

I desire to take this course:

_____ _____ _____ _____
5 digits Class Number Semester Dept - Course Number & Section Number Units

for: *(check only one box per form)*

☐ **CREDIT/ NO CREDIT** **I understand that once this form is signed and submitted, I will NOT have the option to revert the credit/no credit back to a letter grade once the deadline, to submit this form, has passed**. **NOTE:** this option is available to JUNIOR, SENIOR level and POST BACCALAUREATE students only. The course taken for a CR/NC option must be OUTSIDE THE MAJOR, MINOR, and GENERAL EDUCATION (GE) REQUIREMENTS.

☐ **AUDIT** **I understand that once this form is signed and submitted, I will NOT have the option to revert the audit back to a graded option once the deadline, to submit this form, has passed**. No Grade Points will be posted on the student's permanent record.

_____ _____
Student Signature **Date**

_____ _____
Major Advisor's Printed Name/ Signature* **Date**
*Required for Credit/No Credit option request

_____ _____
Instructor's Printed Name/ Signature* **Date**
*Required for Audit option request

For Office Use Only:

Date Received: _____ By: _____ CR NC Audit 07-14-08