Policy for Approval of Petitions to Change from Credit to Audit after the Deadline

The College of Engineering, Forestry & Natural Sciences will only allow a student to change a grade from credit to audit after the deadline in the following circumstances:

- Student has previously earned credit for the course (as verified in LOUIE). This could be transfer credit or NAU credit.
  - Example: Student took MAT 136 - Calculus 1 five years ago and needs a refresher of the material before taking MAT 137 - Calculus 2

- Student has extenuating circumstances beyond the control of the student. Documentation must be submitted with the petition.
  - Example: Student was in a car accident and hospitalized for a week. Student was earning a B at the time of the accident and plans to re-take the course, but wants to gain exposure to the remaining content. Hospital & police records would verify this situation.

A poor or failing grade is not considered sufficient reason to change to audit. In addition, the consequences of a poor grade (i.e. loss of financial aid, suspension, loss of scholarship), change of major, or the level of difficulty of a class, are not sufficient reasons to change to audit after the deadline.

Furthermore, two criteria must be met in order to approve the petition

1. Student must be an active participant in the course (including regular attendance).

2. Student must be passing with a grade of C or better in the course at the time of the request. If there are extenuating circumstances, the student must be passing with a grade of C or better at the time of the mitigating event.