



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 05-21-08