

Drop/Add Forms **must** be signed and dated by the student. It is the student's responsibility to obtain required instructor signatures. Forms lacking required signatures will **NOT** be processed.

Completed forms must be processed at the Enrollment Center.

When faxing this form, it is the responsibility of the student to confirm processing of the schedule change. Use of this web form will preclude the student receiving a copy/receipt once the form has been processed.

The following are important items of information that apply regarding the Pass/No Credit grading option at Augsburg College.

- 1) The maximum number of course credits that can be taken under this grading option is six P/N credits, including courses only offered on that basis.
- 2) Each department sets its own limitations on the number of P/N graded courses that may be applied toward the major and minor programs, but normally students may apply no more than two course credits with P grades toward a major and no more than one course credit with a P grade toward the minor.
- 3) Student must earn a grade of 2.0 or better in order to receive a "P" grade. A grade lower than a 2.0 will result in a no credit ("N") for the course.
- 4) Some graduate schools interpret grades of "P" as 2.0 for the purpose of determining undergraduate GPA.

Latin Honors: In order to be eligible for graduation with Latin Honors, students may elect only two P/N credits.

Day Students registering for more than 4.5 credits per term (Day and WEC/Rochester/United combined) will be charged overload tuition at the part-time Day rate.

### DROP/ADD REQUEST & GRADE OPTION CHANGE FORM

(      ) @augsburg.edu

Student P.O. # \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Area Code & Phone \_\_\_\_\_ Augsburg Email Address \_\_\_\_\_

Term 20 - 20 Academic Year \_\_\_\_\_ Student ID # \_\_\_\_\_

Change is being requested in:  United  ACTC  
 Day College  WEC  Grad. Prog.  Rochester

**ADD**

**DROP**

DEPT/COURSE # (EX: HIS 102)	TERM/SECTION Ltr (EX: 2006 SEM2-A)	COURSE CREDIT	GRADE OPTION	COURSE TITLE	DEPT/COURSE # (EX: HIS 102)	TERM/SECTION Ltr (EX: 2006 SEM2-A)	COURSE CREDIT	GRADE OPTION	COURSE TITLE

**GRADE OPTION KEY**

**T** = Traditional                      **P/N** = Pass/No Credit  
**V** = Audit (Requires Faculty Signature)

I understand making changes in my course load may affect my financial aid and may mean I do not receive a 100% refund. Also, if making a change to a course grading option, I have read and understand the P/N grading information and overload information printed on this form. We recommend you consult with your academic advisor and/or Financial Aid when making these kinds of changes.

*Faculty:*

Waive departmental prereq(s) for the following class: \_\_\_\_\_  
*(Faculty signature may override departmental prereqs., but not Gen. Ed. prereqs.)*

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

Student has permission to enter the following class: \_\_\_\_\_

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

Return completed forms to the front window at the Enrollment Center.

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

**Registrar's Office Use Only**

White Copy - Registrar's Office

Yellow Copy - Students

TOTAL NUMBER OF CREDITS AFTER CHANGE(S):

Return to Enrollment Center for processing