



*Exploring Differences, Deepening Faith*

## Changes in Audit/Credit Status

### Changing from Audit to Credit

With the instructor's permission an auditor who has fully participated in a class may switch from audit to credit at anytime before the last class session (for online classes, this would be the last day of the semester). To make the change, the student must already be matriculated in a Hartford Seminary degree or Graduate Certificate program, or be eligible for "Special Student" status at the graduate level. In addition, the student must pay the full course tuition and must submit a completed "Audit to Credit Change Form." No changes will be permitted after a course ends.

### Changing from Credit to Audit

Students may change from Credit to Audit only if their work has been satisfactory. Students switching from Credit to Audit after the occurrence of 25% of the class sessions will not be granted any refund in tuition. (For MA courses meeting weekly, this means after three class sessions have occurred; for D.Min. courses meeting monthly, this means after the first day-long session has occurred.) Students may change a course from Credit to Audit up to and including the occurrence of 50% of the class sessions. For MA courses meeting weekly, this means prior to the eighth class session; for D.Min. courses meeting monthly, this means prior to the fourth class session. Students may not change a course from Credit to Audit after 50% of the course sessions have taken place which means any change from Credit to Audit must take place prior to the eighth class session for MA courses meeting weekly and prior to the fourth class session for D.Min. courses meeting monthly.)

Student's Name \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Year and Semester \_\_\_\_\_

I understand the full policies listed above. Please change this course from:

- Audit to Credit (Must be done before the last class session.)
- Credit to Audit (Must be done before 50% of the class has taken place)

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

### **Instructor Approval:**

I approve the requested switch: \_\_\_\_\_ Date: \_\_\_\_\_

### **Advisor Approval (Matriculated Students Only):**

I approve the requested switch: \_\_\_\_\_ Date: \_\_\_\_\_

### **Business Office Approval (Audit to Credit Switches Only):**

The student has paid the additional tuition to switch the course from audit to credit.

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ONCE THIS FORM HAS BEEN COMPLETED AND THE REQUIRED SIGNATURES OBTAINED PLEASE RETURN THE FORM TO THE REGISTRAR'S OFFICE.**