

First Name:

Last Name:

Email Address:

Inver Hills ID #:

Term: Fall Spring Summer **Year:**

Subject	Course Number	Section #	Course Title	Will be graded as:
				<input type="checkbox"/> Audit <input type="checkbox"/> Pass/Fail

This form must be submitted to the Enrollment Center by the fifth business day of the semester.

Return the completed form to the Enrollment Center (College Center building, upper level) or by email or mail:

Inver Hills Community College
 Enrollment Center
 2500 80th Street East
 Inver Grove Heights, MN 55076

enrollment@inverhills.edu

This form will not be processed without the signature of both the student and the instructor.

Student Signature:

Date:

Instructor Signature:

Date:

Important information about optional grading methods:

Pass/fail grading

A student may elect to take a course with this approved option on a pass/fail (P/F) grading basis by contacting the instructor before the fifth business day after the start of the course. If the instructor approves, he or she will submit approval to the Enrollment Center. Not all courses are approved for pass/fail. To earn a grade of P, the student must achieve at the level of a C grade or higher. Because of the nature and intent of some programs and the restrictions of some transfer colleges, **students should consult with a counselor or advisor** prior to choosing this grading option.

Auditing classes

Students interested in auditing a class should contact the instructor before the fifth business day after the start of the course. Due to the nature of some classes, instructors may choose not to allow auditors in their classes. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. However, students are expected to conform to regular classroom rules including attendance and discussion. Auditors pay full tuition, but no credits are earned for the audited class. Students may not change to credit registration after completing the course.