



**Office of the Registrar**  
(401) 254-3510  
Fax: (401) 254-3363

## COURSE STATUS FORM

**Directions:** Students must complete this form for each term in which they take courses Pass/No Pass, or audit courses and submit it to the Registrar's Office by the appropriate deadline. See reverse side for policies and deadlines.

Name Last First Middle Initial Social Security Number Student RWU ID #

Semester or Session of Course Status: \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer For the Year 20 \_\_\_

### COURSE(S) TAKEN PASS/NO PASS

SYN #	DEPT. ###.##	COURSE TITLE	INSTRUCTOR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### COURSE(S) AUDITED

SYN #	DEPT. ###.##	COURSE TITLE	INSTRUCTOR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PASS/NO PASS GRADES

- Juniors and seniors may enroll in one course per semester outside their major area on a Pass/No Pass basis.
- Those who pass the course receive the appropriate credit; those who fail the course receive no credit.
- **Students who elect this option must file a Course Status form with the Registrar's Office no later than three weeks after the first day of classes.**
- University Core Curriculum course requirements may not be taken on a Pass/No Pass basis. Professors may not assign Pass or No Pass grades as substitutes for passing or failing grades unless the course is designated Pass/No Pass for all students or a student formally elects the Pass/No Pass option within the timeframe noted above.

## AUDITING COURSES

- Students may audit a course if space is available.
- Courses audited are indicated on the transcript, but credits and grades are not assigned. The extent to which auditors may participate in a course is established by the professor.
- Permission must be obtained from the professor before a student registers for a course as an auditor.
- There is no charge for one audited course per semester for students classified as full-time, but additional audited courses are billed at the established rate. Anyone not classified as a full-time student must pay the established rate for each audited course.
- A student who enrolls in a course as an auditor may elect to change to credit-bearing status and receive credit and a grade. However, the change must be made **by the last day to drop a course without the W (withdrawal) grade as published in the Academic Calendar for the semester or session.** A Course Status form must be filed with the Registrar and payment in full must be made for the applicable tuition and fee charges resulting from the change to the Bursar's Office.