



**Instructions:**  
 Step 1: Complete information for the course.  
 Step 2: Submit to the Instructor of Record (as indicated).  
 Step 3: Student returns to Records and Registration.

Changes after the Last Day  
to Change Grade Mode will incur  
**Late Transaction Fees.**

**Step One:** To be completed by the **Student**.

UNM ID. Number	Date	TERM	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> CRN					
Student Name		DEPT.	COURSE #	SECTION #				
Student Signature		Grade Mode: Audit <input type="checkbox"/> CR/NC <input type="checkbox"/> Letter Grade <input type="checkbox"/>		Instructor permission required for Audit (anytime) or for any change after the Last Day to Change Grade Mode.				
By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.								

**Student must obtain required overrides** (capacity, prerequisite, co-requisite, duplicate, special approval, etc.) **prior to submitting this form.**

**Step Two:** To be completed by the **Instructor of Record** (Primary) for the course.

<p><b>Only required when:</b></p> <ul style="list-style-type: none"> <li>- Requesting Audit Grade Mode (anytime)</li> <li>- Changing after the Last Day to Change Grade Mode</li> </ul>	Instructor Signature <span style="float: right;">Date</span>
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**Step Three:** To be completed by the **Student**.  
 Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall - North or Student Support and Services Center.

**For Office Use Only:**

Comments: \_\_\_\_\_

Processed By: \_\_\_\_\_ Fee Charged: \_\_\_\_\_ Date: \_\_\_\_\_