

ENROLLMENT AUTHORIZATION CHANGE GRADE MODE

Instructions:

- Step 1: Complete information for the course.
- Step 2: Submit to Dean for permission (as indicated).
- Step 3: Student returns to Records and Registration.

Changes after the Last Day to Add will incur **Late Transaction Fees**.

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

UNM ID Number	Date	Term	CRN
Student Name	Department	Course Number	Section Number
Student Signature	Grade Mode:		Instructor permission required for Audit (anytime) or for any change after the Last Day to Change Grade Mode.
<i>By signing this form, I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.</i>	<input type="checkbox"/> Audit <input type="checkbox"/> CR/NC <input type="checkbox"/> Letter Grade		

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.

ONLY REQUIRED WHEN:

- Requesting Audit Grade Mode (anytime)
- Changing after the Last Day to Change Grade Mode

Instructor Signature	Date
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Step Three: To be completed by the student. Please submit to the student's local [Records and Registration office](#). For Albuquerque Campus students click on [Upload Documents](#).

For Office Use Only:

Comments: _____

Processed By: _____ Fee Charged: _____ Date: _____