

TO: Fort Wayne Senate

FROM: Educational Policy Committee  
Anne Argast, Chair

DATE: Nov. 14, 2012

SUBJ: Change to the Audit Deadline

DISPOSITION: To the presiding officer for implementation

WHEREAS, changing course enrollment from credit to audit status is an important decision,

WHEREAS, a change from credit to audit status reduces the number of enrolled credits in a semester,

WHEREAS, a student on federal financial aid enrolled in fewer than 6 credits during a semester must begin repayment of loans,

WHEREAS, a student on federal financial aid who changes from credit to audit must repay the money provided by the financial aid to originally enroll in the course,

WHEREAS, the University is required to monitor changes in enrollment status and implement the rules governing federal loans,

WHEREAS, currently the University is not in full compliance with the law,

BE IT RESOLVED, that Academic Regulation 3.8.4: Change of auditing option be amended as indicated below:

**Old**

**3.8.4:** Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit or credit to audit may occur only during the first six weeks. Changes of auditing status require the signature or written acknowledgment from the course instructor and academic advisor next to the appropriate notation on the schedule-revision form.

**New**

**3.8.4:** Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit or credit to audit may occur only during the first six weeks. The regular audit deadline is the Friday ending the first week of class. The late

audit deadline is the Friday ending the sixth week of class. Approval of a regular change of auditing status in the first week of class requires a signature or written acknowledgment from the student's advisor and a representative from the Financial Aid Office (when applicable). Approval of a late change in auditing status during weeks two through six requires a signature or written acknowledgment from the course instructor, academic advisor and a representative from the Financial Aid Office (when applicable).

BE IT FURTHER RESOLVED, that appropriate session-equivalent deadlines be used for the summer sessions,

BE IT FURTHER RESOLVED, the Office of the Registrar and the Financial Aid Office be asked to develop appropriate forms and implement as soon as practical procedures for administering the new deadlines to change Audit status.