

THE EVERYTHING FORM

(Return to the Records Office)

This form may be used to initiate any of the following actions: 1) To REPEAT a course 2) To have a PREREQUISITE waived
 3) To request CREDIT BY EXAM (STEP) 4) To change grading basis from CREDIT to AUDIT or from AUDIT to CREDIT
 5) Permission to OVERRIDE

Student Name _____
Student ID Number/SS #

REPEAT OPTION This section must be completed for any repeated class originally taken prior to Fall 2000

YEAR: _____ Fall _____ Spring _____ Summer I _____ Summer II _____ Fast Track

COURSE TO BE REPEATED (Only coursework originally taken at KCTCS colleges may be flagged as repeated):

(Grade: _____ *) _____

Course Number _____ Credit Hours _____ Course Title _____

This course was originally taken in: Semester _____ Year _____ at: College _____

(Must be a KCTCS College)

It is understood that the highest grade earned shall constitute the official grade for the course listed above.

WAIVER OF PREREQUISITE OR COREQUISITE

COURSE FOR WHICH WAIVER OF PREREQUISITE OR COREQUISITE IS REQUESTED:

Course Number _____ Course Title _____ Credit Hours _____

REASON FOR WAIVER: _____

CHANGE GRADING BASIS (Audit to Credit/Credit to Audit)

YEAR: _____ Fall _____ Spring _____ Summer I _____ Summer II _____ Fast Track

Course Number _____ Course Title _____ Credit Hours _____

I REQUEST THE GRADING BASIS FOR THE COURSE LISTED ABOVE BE CHANGED AS FOLLOWS:

From AUDIT to CREDIT _____ (This change must be requested by the official last day to add a class of the semester/session)

From CREDIT to AUDIT _____ (This change must be requested by the official mid-term date of the semester/session)

Grading Basis Changed: Yes No By: _____

PERMISSION TO OVERRIDE

YEAR: _____ Fall _____ Spring _____ Summer I _____ Summer II _____ Fast Track

Course Number _____ Course Title _____ Credit Hours _____

OVERRIDE: Class Limit _____ Instructor Consent _____ Department Consent _____ Time Conflict _____ Student Load _____

 STUDENT SIGNATURE

 Date

 ADVISOR SIGNATURE

 Date

 DIVISION CHAIR SIGNATURE

 Date

 ACADEMIC DEAN SIGNATURE

 Date