

**Ball State University Class Request and Permission to Release Grade**  
(to be completed by the student and submitted to the Counseling Center for approval)

Read all guidelines concerning Ball State University classes in the *Burriss Course Guide*.

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Burriss/BSU ID # \_\_\_\_\_ Current GPA \_\_\_\_\_ (3.00 is required)

**COURSE INFORMATION**

Department \_\_\_\_\_

Course Name \_\_\_\_\_

Course Number (3) \_\_\_\_\_ Section Number \_\_\_\_\_

Credit Hours \_\_\_\_\_ Course Reference Number (5) \_\_\_\_\_

Term \_\_\_\_\_ Fall Semester Day(s) Course Meets \_\_\_\_\_

\_\_\_\_\_ Spring Semester

\_\_\_\_\_ Summer

Time Course Meets \_\_\_\_\_

Type of Credit \_\_\_\_\_ High school credit only (auditor fees applicable)

\_\_\_\_\_ Both high school and college credit (full fees applicable)

Rationale for taking this course \_\_\_\_\_

\_\_\_\_\_

If a student does not receive a grade of C or above in a college course, it is a demonstration that the student should not be assigned to a college course and a full load of classes must be taken in Burriss for the next term. Students must have a 3.00 GPA to enroll in BSU classes.

Students must commit to the course for the semester, regardless of grade earned. Burriss cannot allow students to drop classes during the semester; the university's drop/add dates will not apply to Burriss students.

**PERMISSION to RELEASE GRADE: Permission is hereby granted to the instructor and/or department to release information concerning my progress and/or grades when requested by Mrs. Susan Adair, Burriss Registrar, or Mrs. Rachel Milligan, High School Counselor at Burriss Laboratory School.**

Signature of Student \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Counselor Signature \_\_\_\_\_

**Ball State University**  
**Burriss/Academy Registration Form**

Term \_\_\_\_\_

Burriss Office Use Only	
_____	AUDIT (Student Pays)
_____	COLLEGE CREDIT (Student Pays)
_____	Date
_____	Staff Initials

\_\_\_\_\_  
 Last Name First Name M.I.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State Zip code

\_\_\_\_\_  
 Date of Birth Ball State ID Number  Male  Female

CRN	Subject	Course Number	Section Number	Met with BSU Dept.	Ball State Departmental Designee				
Overrides Required (circle all that apply):				PREREQ	FULL	APPR	COREQ	DEGREE	CLASS
CRN	Subject	Course Number	Section Number	Met with BSU Dept.	Ball State Departmental Designee				
Overrides Required (circle all that apply):				PREREQ	FULL	APPR	COREQ	DEGREE	CLASS

**BURRIS USE ONLY**

Is this Ball State University course needed to satisfy a high school requirement that **cannot be taken at Burriss**?

Yes \_\_\_\_\_ COUNSELOR-INITIAL FOR VERIFICATION \_\_\_\_\_, (Student will be responsible for BSU fees)  
 No \_\_\_\_\_ TO BE BILLED (Student will be responsible for fees and will be billed by BSU)

(Audit Fees: Audit course fees+ textbook costs) OR (College Credit: Full tuition and misc. fees + textbooks costs-Burriss must have written permission from your parents/guardians that they are aware you are taking this course for college credit. The pink sheet you submitted serves to do that .)

In either case above, if you want the BSU course to substitute for one of your core courses at Burriss, you must have the permission of the Burriss principal. Please check below if this is the case:

\_\_\_\_\_ Yes, I want this BSU course to substitute to fulfill a Burriss requirement.

\_\_\_\_\_  
 Burriss Principal Signature Date

If you plan to matriculate to Ball State in the semester immediately following the term of high school graduation, you are eligible to request that any course taken as an auditor while at Burriss or the Indiana Academy may be converted to credit with an academic grade. The request must be initiated by the student and made during the first semester of attendance at Ball State University. The student should contact the faculty member to review the course performance and assign the grade by submitting a Supplemental Grade Change form with the appropriate levels of signatures to the Record's Office. Conversion is at the discretion of the instructor and Ball State academic department.

\_\_\_\_\_  
 Last Name First Name M.I.

\*By signing above, I hereby certify that I understand Ball State University will NOT grant college credit upon completion of an audited course BUT will record the enrollment on the permanent academic record (transcript) by posting a final grade of "AU." This will not affect my college grade point average, nor increase the number of college earned credits. I do realize there is a fee for each course and that fees are non refundable.

\_\_\_\_\_  
 Date of Birth Ball State ID Number  Male  Female

**BALL STATE UNIVERSITY  
ADMISSIONS PROCEDURE FOR  
BURRIS STUDENTS TAKING UNIVERSITY CLASSES  
FOR HIGH SCHOOL CREDIT AND/OR COLLEGE CREDIT**

1. **OBTAIN PINK CLASS FORM FROM THE SCHOOL COUNSELOR.** Complete and return to the school counselor. Rationale must be included.
2. **OBTAIN PERMISSION FROM THE BURRIS PRINCIPAL.** A letter will be prepared and approval will be obtained when signed by the principal. Students may pick up permission letters from the Counseling Center. Please allow three school days for processing.
3. **OBTAIN PERMISSION FROM THE BALL STATE UNIVERSITY DEPARTMENT CHAIRPERSON.** The completed form signed by the principal must be taken by the student to the appropriate department for a signature of approval by the department chairperson. If BSU department approval was obtained via email, please attach it to your permission letter. The permission email must come from a Ball State email account or it cannot be accepted. PLEASE NOTE: Students auditing classes can only sign up during audit registration. Audit registration begins five days before BSU classes begin.
4. **REGISTER IN LU B-44, LUCINA BUILDING.** Go to the Registrar's Office in LU B-44. A staff person will determine if class space is available or whether the class has been canceled. If approval to enter the class (or classes) has been granted by the high school principal and department chair, the Registrar's Office will assist the student in registering for classes. Make sure to inform the Registrar's Office that you are a Burris student and that you already have a BSU student number. Your BSU student number is the same as your Burris ID number and begins with 00029.
5. **REQUEST BILLING IN LU-B-36, LUCINA BUILDING.** Check with the Bursar's Office concerning the applicable fees and due date for fees. Auditor's fees will apply for those taking a class for high school credit only. Full fees will apply for those taking a class for college and high school credit. Fee amounts are subject to change – please check with Bursar's office for correct amount. If the student is a dependent child of a Ball State employee, forms for partial fee remission (if applicable) must be completed in the Payroll Office. A bill will be mailed to you.
6. Students must pay the applicable fees and appear in the BSU computer system as being a registered auditor or as a regular/special student to be considered registered in a college course. **NO EXCEPTIONS.**