TO AUDIT A COURSE  (Please use black ink)

Audit enrollment in a course provides a student the opportunity to attend a class as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for students who want an introduction to a subject outside their major fields, a review or refresher in a subject, or other purposes where credit and grade are not needed or would pose an unnecessary academic threat.

This form must be received by Enrollment Services by the 5th business day of the semester.

Permission to audit the class is given by its instructor and department Dean. The student and instructor must agree on what portion(s) of the course the student plans to audit and requirements for the student’s class attendance and participation.

If the audit agreement is fulfilled, the grade of “N” will be entered on the student’s academic transcript. If the student does not fulfill the audit agreement, the registrar, upon request from the instructor, will withdraw the student from the course and assign a grade of “W”. Audit enrollments carry no credit or grade point value. No inference is made regarding the quality of a student’s mastery of the course subject matter. Standard tuition applies to all audit enrollments regardless of the length and scope of the audit. Financial aid does not pay for audited courses. The last day to submit this completed form is the 5th business day of the semester. Once changed to audit, the class cannot be changed back to graded credit.

The student is responsible to see that this form, complete with required signatures, is submitted to Enrollment Services, 2nd Floor Kirkwood Hall. Changes are not official until the completed form is received in that office. When requesting to “AUDIT” a class, do NOT drop the class.

___________________________________________________________     ____________ ________
Name:  Last                         First                         Middle                     Student k #
(PLEASE PRINT)

_____________________________________       ___________________________________________
Term                                                    Year       Program/Major

Section Number     Credit Hr     Course Title

Course Audit Requirements:    ____________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

______________________________________    ________________     ___________________________
Instructor’s Signature                                                  Date

Student’s Signature

Are you an International Student?    __ No      __  Yes    If yes,  _________________________________
International Advisor  Signature

Department Dean's Signature                Date

07/31/16