Kirkwood
COMMUNITY COLLEGE

TO AUDIT A COURSE

Audit enrollment in courses provides students 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 field, a review or refresher in a subject, or other purposes where credit and grade are not needed.

The instructor is the person who gives permission to the student to audit the course. The student and instructor must agree on what portion(s) of the course the student plans to audit and the requirements the instructor has about the student's class attendance and participation. If the student fulfills the agreement for the audit, he/she will receive the grade "N" for the course and it 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. The last day to request and enact the audit is the same as the last day to drop an individual class. A change to audit a class cannot be changed back to graded credit.

The student is responsible for filing this completed form with the Enrollment Services Office, 216 Kirkwood Hall, with the required signatures. Changes are not official until the completed form is received by Enrollment Services.

_____ _____-_____-_____

Name: Last First Middle Soc. Sec. No.

(PLEASE PRINT USING BLACK INK)

_____ _____

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