Request to Audit Course

Rules governing the Course Audit option

1. Declaration to Audit must be submitted within the first 3 weeks of the term in fall/spring semesters, and no later; a student can not change from Credit to Audit, or vice versa, after the first 3 weeks of the term. For Summer/Winter sessions, the Audit deadline is the last day of add/drop.

2. Audited courses cannot be repeated.

3. Audited courses will not count towards any degree.

4. Student is responsible for the tuition and fees associated with adding/dropping the audited course, or withdrawing from the audited course.

5. Audited courses do not count towards financial aid eligibility.

6. Student will receive an Audit “L” grade on the transcript and it does not impact the GPA.

7. The extent of participation (exams, receiving instructor feedback, attendance, etc.) is at the discretion of the instructor.

Student and Course Information

Student Name: ________________________________ ________________________________ ________________________________

Last First MI

Student ID Number: ________________________________________________________________

Telephone Number: ________________________________________________________________

Email: ________________________________________________________________

Course Title: ____________________________ Course Number: __________ Section: ________ CRN: ________

Student Signature

I acknowledge that I have read and understand the rules governing the Audit Course option listed above.

I have discussed audit expectations with my instructor prior to submission of this form.

Student Signature: ____________________________ Date: __________

Office Use Only

Register student as Auditor (AU) in Banner: _________ _________ (initial and date)