

Audit Form

This form must be received in the Office of the Registrar by the last day of Add/Drop. The ADD/Drop period is the first seven days of a quarter (including weekends).

Quarter: Fall _____ 1 Winter _____ 2 Spring _____ 3 Summer _____ 4 Today's Date: _____
Example: Fall 2010-2011 = 20101, Winter 2010-2011 = 20102 Mo. Day Yr.

Student Name: _____
Last First Middle

Student ID Number: _____ Program: _____

REQUEST FOR AUDIT

Students who wish to receive an Audit grade in a course must obtain approval from the department offering the course. Not all courses are available for an audit grade. Department approval signifies that the section listed below is available for an audit grade; actual enrollment is dependent upon seat availability, restrictions, etc.

Courses taken for audit carry no credit and do not apply toward graduation requirements, satisfy prerequisites or count toward determining enrollment status. Please refer to the Registration Guide for current tuition assessment.

PROCEDURE: Complete this form, obtain department approval, and submit to the Office of the Registrar by the end of the Drop/Add period.

Course Number	Section	Course Title	Credit Hrs.	Dept. Approval/Date
_____	_____	_____	_____	AU _____
_____	_____	_____	_____	AU _____

CHANGE FROM AUDIT TO CREDIT

Must be submitted to the Registrar's Office by the end of the Drop/Add period.

Course Number	Section	Course Title	Credit Hrs.	Dept. Approval/Date
_____	_____	_____	_____	AU _____
_____	_____	_____	_____	AU _____

Comments:

Registrar's Office Use Only:

Date Received: _____

Date Processed: _____

Processed By: _____