

## REQUEST TO AUDIT A CLASS

A student may enroll as an auditor for a course with the permission of the instructor of the course, except that no student is permitted to audit any laboratory, military science, or art studio classes. An auditor is a listener in the class, not a participant in class activities. No student who attends a class as an auditor is allowed a special examination for credit therein at any time.

Courses taken for audit are recorded on the student's permanent scholastic record. Students auditing courses need to request permission and consult with the course instructor prior to the start of the class to clarify expectations for course participation. Grades will be recorded as Satisfactory (X) or Unsatisfactory (UX) Audit.

Audit registrations are accepted only after the first day of classes of each term. The special audit forms are available from college deans, the Registrar's Office or the web. **Students registering for audit should NOT go through the regular registration process.**

### INSTRUCTIONS TO OBTAIN PERMISSION TO AUDIT A CLASS

1. Student complete request to audit a class.
2. Obtain the Instructor's and Chairperson's signatures for approval.
3. Submit form to Controller's Office for fee payment.
4. Return form to the Registrar's Office where the PERMIT TO AUDIT is validated.
5. Present PERMIT TO AUDIT to the instructor at the first class attendance.

### REQUEST TO AUDIT A CLASS

DATE \_\_\_\_\_

1. STUDENT'S NAME \_\_\_\_\_ I.D. # \_\_\_\_\_ SEMESTER \_\_\_\_\_  
LAST FIRST MIDDLE

LOCAL ADDRESS \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_

For how many hours are you currently registered? \_\_\_\_\_

DEPT. & COURSE NO.	SEC.	TIME	DAYS	SEM HRS.
--------------------	------	------	------	----------

2. Approval Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

3. Approval Signature of Chairperson \_\_\_\_\_ Date \_\_\_\_\_

### ***FEES FOR AUDITING A CLASS (Fee is non-refundable)***

4. Any admitted **Undergraduate** or **Graduate Student, Full or Part Time**, pays the same fee to audit a course as to take the course for credit.  
*Note: Fees are not included in tuition charged as registration.*

**Fees are charged at the 1-7 hours fee rate.**

Financial Assistance is **not** available for audited courses.

### The student will take this form to the Controller's Office to pay the fee

Fee Paid: \_\_\_\_\_ (same fee as for credit)

Date: \_\_\_\_\_ Received by the following offices for approval:

Controller's Office: \_\_\_\_\_

Financial Assistance: \_\_\_\_\_

## PERMIT TO AUDIT

5. STUDENT'S NAME \_\_\_\_\_ I.D. # \_\_\_\_\_  
LAST FIRST MIDDLE

SUBJECT \_\_\_\_\_  
DEPT. & COURSE NO. SEC. TIME DAYS SEM. HOURS

**NOT VALID WITHOUT REGISTRAR'S SIGNATURE**

\_\_\_\_\_  
**Katherine Beaty, Registrar**