

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. Audit forms are available in the Dean's Office, Registrar's Office or online. **Students registering for audit should NOT go through the regular registration process.**

INSTRUCTIONS FOR PERMISSION TO AUDIT A CLASS

1. Student completes request form to audit a class.
2. Obtain Instructor and Chairperson signatures.
3. Submit form to Controller's Office for fee payment.
4. Return form to the Registrar's Office where PERMIT TO AUDIT is validated.

REQUEST TO AUDIT A CLASS

DATE _____

1. STUDENT'S NAME

LAST _____ FIRST _____ MIDDLE _____ I.D. # _____ SEMESTER _____

LOCAL ADDRESS _____

ZIP _____

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

For how many hours are you currently registered? _____

2. Signature of Instructor _____ Date _____

Signature of Chairperson _____ Date _____

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

3. 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.

Submit to Controller's Office for Payment (Swords 100)

Fee Paid: _____ (same fee as for credit)

Date: _____ Received by the following offices for approval:

Controller's Office: _____

Financial Assistance: _____

PERMIT TO AUDIT

4. STUDENT'S NAME _____ I.D. # _____
LAST FIRST MIDDLESUBJECT _____
DEPT. & COURSE NO. SEC. TIME DAYS SEM. HRS.**NOT VALID WITHOUT REGISTRAR'S SIGNATURE**_____
Andy Kindler, Registrar****PRESENT THIS TO INSTRUCTOR ON FIRST DAY OF CLASS****