
Audit Form

A student who audits a class attends class but does not receive credit for the course. A grade of "N" will be recorded on the student's transcript for this course. Instructor's approval is required before a student may audit a course.

To audit a course, a student must

- Register for the course
- Pay full fees for the course
- Complete the audit form and obtain required signatures
- Submit the audit form to the Admissions and Records office prior to the printing of grade rosters (three weeks before the end of the semester).

The audit grade cannot be changed to a letter grade once grades have been posted to the student's transcript. In order to change from an audit to a letter grade, a statement from the instructor and the student requesting to rescind the audit grade option must be received in the Admissions and Records office prior to the end of the semester.

Course Title & Number: _____

Semester/Year: _____

Student's Name: _____

SS#/Student #: _____

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

Financial Aid/VA Signature: _____

Date: _____

