

A student who audits a class attends class but does not receive credit for the course. A grade of "AU" 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 Registration Office by the date listed in the academic calendar. For short or late starting courses, please see the Registration Office for official deadline.

The audit grade cannot be changed to a letter grade once grades have been posted to the student's transcript. In order to receive a letter grade, a statement from the instructor and the student requesting to rescind the audit grade option must be received in the Student's Signature by the 75% point of the course. Please see the Registration Office for official deadline.

Course Title & Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ SS#/Student #: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid/VA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Date Received:	_____
Processed:	_____
<input type="checkbox"/> CAMS	<input type="checkbox"/> FAO

REVISED 4/2017