COURSE AUDIT FORM

Purpose: To change the grading status for a course from credit to audit status.

Instructions: Students must complete this form, and obtain the course instructor’s signature. Once complete, the student may deliver the form directly to the Registrar’s Office.

Notes: Submission to the Registrar’s Office beyond the end of the drop period will necessitate an appeal to the Associate Dean for exception.

Full tuition payment is due regardless of status (credit or audit).

A course taken for audit in one semester may be repeated for credit in a future semester.
1. Register for your course.
2. Submit this form to the Office of the Registrar by the end of the drop period. Your status will be changed from “CREDIT” to “AUDIT” without changing your tuition balance due.
3. A course taken for audit in one semester may be taken for credit in a future semester.
4. A course previously taken for credit and passed, may be taken again for audit.

Student’s Name

____________________ _______ Student’s Phone: ________________________________

I.D./G Number

Term/Year: ________________________________

CRN Department Course Number Section # Credits

Status to change from “Credit” to “Audit”

Status to change from “Audit” to “Credit”

NOTE: COURSE(S) TAKEN FOR AUDIT DO NOT APPLY TO FULL-TIME OR HALF-TIME STATUS.

Permission of Instructor Required:

Instructor's Signature

Distribution:
White—Registrar
Yellow—Instructor

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