



CLASS AUDIT APPROVAL FORM

Please complete this form and return to 100 O'Dowd Hall during the late registration period only (schedule adjustment period after term begins). This form must be accompanied with an add slip.

STUDENT INFORMATION

First Name _____ Last Name _____ GID# _____

CLASS TO BE AUDITED

Course _____ CRN# _____
Credits _____ Term _____ Year _____

AUTHORIZATION

In signing this authorization, I certify that I am familiar with the university regulations governing an audited class (section audit policy listed below) as well as those conditions that may be set by the instructor, and I agree to abide by these conditions. I understand that after the late registration period (schedule adjustment period after term begins), I may not change this registration from audit to credit or credit to audit.

Student Signature _____
Instructor Signature _____
Registrar's Office Signature _____

AUDITING COURSES

A formal audit option is available for students who wish to participate in a course on a non-graded basis. With written permission of the instructor, students may register to audit a course during the late registration period (schedule adjustment period after term begins) for each semester or session. Forms for auditing classes are available in Registrar Services, 100 O'Dowd Hall. Audit registrations are governed by the following rules:

1. Regular tuition applies to all audited courses.
2. The registrar will assign the final grade of Z to all formal audits.
3. Changes of registration from audit to credit or from credit to audit will not be permitted after the late registration period has ended (schedule adjustment period after term begins).
4. Students who wish to audit courses must have been admitted to the university by Undergraduate Admissions or Graduate Admissions.
5. Students whose entire registration for a semester or session consists of formal audits must register during late registration ONLY (schedule adjustment period after term begins).

REGISTRAR OFFICE USE ONLY | Date processed _____
Registration agent _____