AUDIT A COURSE

A properly registered student may audit a course under the following conditions:
- space is available
- permission has been obtained from the instructor, advisor and head of the department offering the course
- audited course must not add hours in excess of the student’s maximum permitted load

An auditor’s participation in class activities is optional with the instructor. No credit is earned for auditing. **An audit course does not count toward full-time enrollment.** Notation of an audited class will be made on the student’s academic record. Change from audit to credit or from credit to audit is permissible **ONLY** during the regular schedule adjustment period (late registration or drop/add). Fees are assessed at the same rate as a course for credit.

**** A separate form must be completed for each course requesting to audit ****

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Prefix</th>
<th>Course No.</th>
<th>Course Sect.</th>
<th>Course Title</th>
</tr>
</thead>
</table>

Student ID Number

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
</tr>
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</table>

Year: 20____
Semester: [ ] Spring  [ ] Summer  [ ] Fall

Advisor (Print Name)  Signature  Date
Instructor (Print Name)  Signature  Date
Department Head (Print Name)  Signature  Date

Note: Upon completion, please submit form to the Office of the Registrar, 206 Killian Annex, for processing.