



FOR OFFICE USE ONLY

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Audit Request Form

Please read this form in its entirety before signing below:

Students who do not want to earn college credit for a course may audit a class with instructor's (or Chair, if instructor is unavailable) permission. Students desiring to audit a course must still comply with course requisites, complete this form, obtain required signatures, and return it to the Falcon Center or Question and Answer Center to process this request.

To All Financial Aid Recipients: An audited course will not be included in your financial aid eligibility.

Submission Deadline: Before the end of the add/drop period of the semester in which the course will be taken.

PLEASE NOTE: Students **may not** audit a developmental class. An audit status may not revert back to a grade status after the end of the add/drop period. Students who audit a class will receive a grade of "X" on their official student record. The grade will not be calculated into the grade point average.

Student Name

Student ID Number

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Telephone Number

Semester/Year

COURSE AUDITOR REGULATIONS

- Audit courses are assessed the same tuition cost as credit courses.
- Permission to audit a course must be secured from the instructor before the end of the add/drop period.
- Permissions to audit entitles the student to attend class. Submitting papers, participation in class discussions, laboratory, fieldwork, and/or receive evaluations is determined by instructor discretion.

PROCEDURE FOR STUDENTS

- Secure instructor's signature for each course to be audited.
- Submit your completed form to the Question & Answer Center or Falcon Center to process registration.
- Once registration has been processed, payment must be made before payment deadline.

Course Subject/Section	Class Number	Instructor Signature	Date

Student Signature

Date