

## **Permit to Audit a Course**

For Office	e Use	Only
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REGISTRAR APPROVAL:\_\_\_\_\_
DATE ENTERED:\_\_\_\_\_

Registrar's Office

Name:Last	Firs	t	Middle
Home Address:	Street Addre	se	
	Street Addre	55	
City	State		Zip
Student ID:	Home Phone:	Cell Phone:	
		ourse Title	/ # of Credits
Year:	Semester:FALLSPRING		WINTERSUMMER ISUMMER II
			/
STUDENT SIGNATURE			DATE
PRINT INSTRUCTOR'S NAME		INSTRUCTOR'S SIGNATURE	DATE

## PERTINENT INFORMATION:

- 1. Registrations submitted for the auditing of a course before the end of the drop/add period will be considered tentative until the close of that period. All Audit forms must be submitted to the Registrar's Office no later than the day after the last day of drop/add for any semester or session. Students will only be permitted to audit a course if there are still seats available in the existing course and section they wish to audit after all registrations for credit have taken place.
- 2. Students who register for a course on an "audit" basis are required to pay full fees for the course if they are enrolled part-time or exceed the 18 credit hour full-time maximum load.
- 3. Students who audit a course are not required to take examinations and will only be allowed to do so with special approval of the instructor. Even if the instructor allows the student to take examinations no credit will be awarded for the course.
- 4. Once the student has enrolled for the course on an "audit" basis he/she cannot change his/her mind partially through the course except through special action by the Undergraduate Exceptions Committee, upon receipt of approval from the Department Chairperson and the appropriate College Dean.
- 5. A student is permitted to take the course he/she has audited for credit during a subsequent semester.
- 6. A student is not permitted to audit more than one course during the semester.

## **REGISTRATION PROCEDURES:**

- 1. Secure an audit course request form from the Registrar's Office.
- 2. Secure the signature of the instructor teaching the course you wish to audit which will allow you into class.
- 3. Return the form to the Registrar's Office for final approval no later than the day after the last day of drop/add for any semester or session.
- 4. If you are a part-time student or your enrollment will exceed the full-time maximum credit load, you will be required to pay any additional fees.