A student who audits a class attends class but does not receive credit for the course. A grade of "AU" will be recorded on the student's transcript for this course. Instructor's approval is required before a student may audit a course. To audit a course, a student must

- Register for the course
- Pay full fees for the course
- Complete the audit form and obtain required signatures
- Submit the audit form to the Registration Office by the date listed in the academic calendar. For short or late starting courses, please see the Registration Office for official deadline.

The audit grade cannot be changed to a letter grade once grades have been posted to the student's transcript. In order to receive a letter grade, a statement from the instructor and the student requesting to rescind the audit grade option must be received in the Student's Signature by the 45% point of the course. Please see the Registration Office for official deadline.

Course Title & Number: _____ Semester/Year: _____

Student's Name: _____ SS#/Student #: _____

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Financial Aid/VA Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Processed:

☐ CAMS   ☐ FAO

REVISED 4/2017