



## Audit Declaration Form v020426

***Auditing a class** allows a student to attend a course for personal interest or enrichment without earning academic credit or a letter grade. Audited courses do not affect GPA and typically do not require completion of assignments or exams, though tuition and fees still apply. The course will appear on the student's transcript with an "AU" (Audit) notation.*

*Instructor expectations for auditors may vary, and some instructors may limit or prohibit participation in class discussions or coursework. A student might choose to audit a course after a long break from the subject; for example, auditing an introductory (primary-level) course before enrolling in a more advanced (secondary-level) class. Students requesting an audit should understand the advantages and limitations of an audit before proceeding. Questions can be directed to the Student Records and Registrar's Office.*

- All audited courses are approved subject to space availability.
- The student must have met all requisites for the course prior to registration.
- A final grade of 'AU' will be assigned to the student upon completion of the course.
- Audited courses cannot fulfill a program's graduation requirements or a course's prerequisites.
- Audited courses cannot receive financial aid awards.
- Audited courses are charged for full tuition.

This form is required when **declaring audit status**, changing from **credit to audit**, or changing from **audit to credit**. **Signatures from both the instructor and the department chair are required.**

Requests for audit status may be submitted at any point during the registration period; however, **no changes to audit status are permitted after the census date (10% point) of the session or term.** Upon receipt of this completed form, the Registrar will verify and confirm the student's status.

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Term: \_\_\_\_\_ Course and Section \_\_\_\_\_

Please check one to indicate your request:

☐

I request to **audit** the above-mentioned course.

☐

I request a change in status from **audit to credit** for the above-mentioned course.

☐

I request a change in status from **credit to audit** for the above-mentioned course.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

*Please direct the form, once signed by the instructor and chair to the Student Records and Registrar's Office.*

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date