



## REQUEST TO AUDIT A CLASS

A student may enroll as an auditor for a course with the permission of the instructor of the course. An auditor is a listener in the class, not a participant in class activities. No student who attends a class as an auditor is allowed a special examination for credit therein at any time.

Courses taken for audit are recorded on the student's permanent scholastic record. Students auditing courses need to request permission and consult with the course instructor prior to the start of the class to clarify expectations for course participation. Grades will be recorded as "G" Audit.

### INSTRUCTIONS TO OBTAIN PERMISSION TO AUDIT A CLASS

1. Student complete Request to Audit a Class
2. Obtain the instructor's signature for approval
3. Return form to the Student Services Office where the Permit to Audit is validated
4. Present Permit to Audit to the instructor at the first class attendance

### REQUEST TO AUDIT A CLASS

Date \_\_\_\_\_

Student's Name

ID #

Semester

\_\_\_\_\_

Local Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For how many credits are you currently registered? \_\_\_\_\_

Class #	Time	Days	Credits

Approval Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

### FEES FOR AUDITING A CLASS

- A student pays the same fee to audit a course as to take the course for credit
- Fee is non-refundable
- Financial Assistance is not available for audited courses

### PERMIT TO AUDIT

Student's Name

ID#

\_\_\_\_\_

Class #	Time	Days	Credits

**NOT VALID WITHOUT DEAN OF STUDENTS SIGNATURE**

\_\_\_\_\_  
Signature

