



The College of William and Mary
 Office of the University Registrar
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UNDERGRADUATE PERMISSION TO AUDIT

This form should be used by degree seeking students who wish to take a course as an auditor. You must receive permission from the instructor in order to audit a course, even if seats are available.

Instructions:

1. Complete Sections A and C of the form.
2. Obtain the instructor signature for approval in Section B.
3. Return form to the Office of the University Registrar's during the add/drop period only.

***The last day to add a course as an auditor is the last day of the Add/Drop period.*

SECTION A STUDENT INFORMATION

Name (Last) (First) (MI) 930#
Student ID #

Effective Semester and Year Email Address: _____@_____

| Course Reference Number (CRN) | Course ID <i>(Department, Course number, Section)</i> | # Credit Hours | Days & Times | Audit |
|-------------------------------|--|-------------------|--------------|--------------|
| | | | | <i>AUDIT</i> |
| | | | | |
| | | | | |

SECTION B COURSE INFORMATION

*******INSTRUCTOR USE ONLY*******

Instructor Signature _____ Date _____

Printed Name: _____

Grades for courses taken on an audit basis will become part of the student's record and will appear on the William and Mary transcript. The instructor will assign a grade of "O" for a successful audit and a grade of "U" for an unsuccessful audit. Grading requirements are determined by the individual instructor. Students who stop attending, but who fail to withdraw officially, will receive a grade of "U."

SECTION C STUDENT ACKNOWLEDGEMENT

By signing below, I assume full responsibility for dropping the course if I decide not to remain enrolled as an Auditor.

Student Signature _____ Date _____

*******FOR OFFICE USE ONLY*******

Processed by: Initials _____ Date _____

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