

# UNDERGRADUATE PERMISSION TO AUDIT

**GUIDELINES:** *This form should be used by degree seeking students who wish to audit a course(s).*

**Grades:** Grades for audited courses will become part of the student's permanent academic record and will appear on the College transcript. The instructor will assign a grade of "O" for a successful audit or a grade of "U" for an unsuccessful audit. Grading requirements are determined by the individual instructor. Students who stop attending and fail to officially withdraw will receive a grade of "U." No credit or quality points are earned.

**Hours:** Courses taken for audit do not count toward the 12 earned credit hour minimum required for full time status. If the courses taken for audit would result in the student taking more than the maximum allowable per term, the student would need to receive permission for an overload from the Committee on Academic Status prior to processing this request.

**INSTRUCTIONS:** *Permission to audit should be granted only after degree-seeking students have registered.*

1. You must first register for the class, if possible.
2. Complete the Student Information and the Course Information sections of this form.
3. **Obtain the instructor's signature.** This form must be signed and returned to the Office of the University Registrar no later than the last day of the posted add/drop period for the semester.

## SECTION A: STUDENT INFORMATION

Name: \_\_\_\_\_ 93 \_\_\_\_\_  
                     Last                              First                              MI                              Student ID Number

Semester / Year: \_\_\_\_\_

Course Reference Number (CRN)	Course ID (Department, Course Number, Section)	Credit Hrs.	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature <i>(Required for auditors and courses with Instructor permission ONLY)</i>	Closed Course Override <i>** Instructor's Initials required if granted</i>

**\*\*Permission to audit does NOT automatically grant permission to enter a closed course. This box MUST be initialed by the professor for registration into a closed course (maximum capacity has been reached).**

## SECTION B STUDENT SIGNATURE

By signing below, I assume full responsibility for dropping or withdrawing if I no longer wish to remain in the course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Processed: Initials \_\_\_\_\_ Date \_\_\_\_\_                              Added to student file: Initials \_\_\_\_\_ Date \_\_\_\_\_

- Grade Mode changed to "A"
- RSTS changed to RE

*Revised: 6/2015*