



# Audit Agreement

Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Sem./Yr. \_\_\_\_\_

Course Name: \_\_\_\_\_

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

Registration procedures and fees for an audited class are the same as those for regular credit and non-credit enrollment. The hours of an audited course will be counted as part of a student's class load and will be subject to overload restrictions. Certain courses may be designated as not appropriate for audit. Non-credit courses may not be audited without permission from the appropriate dean.

I hereby request that my enrollment status in the above named class be changed to "audit." I understand and agree to the following:

- 1) College credit will NOT be granted for this course, and my grade will be AU. It may not be converted later to a letter grade.
- 2) A student requesting an audit grade must adhere to the instructor's classroom policies.
- 3) A student may request an audit only during the designated time period:
  - The first 4 weeks of a 16-week term (28 calendar days including the first day of the term.)
  - The first 2 weeks of a 8-week term (14 calendar days including the first day of the term.)
  - The first week of a 4-week term (7 calendar days including the first day of the term.)
- 4) It is the student's responsibility to obtain the instructor's signature at the first class meeting and process this agreement in the registration office within the designated time period.

Students' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registration Office Use Only**  
Do not Write in space below.

Accepted by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Receipt of this form in the Registration Office by the deadline and with all necessary signatures constitutes official confirmation of audit status.