Course Audit Non-Credit Form

Students who would like to register for a college credit class on an audit basis must adhere to the following regulations:

1. The student must apply and meet all admission requirements.
2. The student must inform the instructor or the department chair in order to audit a class. (Laboratory courses, skill and individual instruction courses, and clinical courses are not eligible for audit.) Approval for audit is valid only for the class and semester specified and is not transferable.
3. The student must complete the Course Audit Non-Credit form at the time of registration, and submit the form no later than the census date for the semester of enrollment.
4. The student is required to pay full tuition and fees for an audit course(s). No financial aid will be awarded for audited courses.
5. The student will not receive credit for auditing a class. A grade mark of “AU” (audit) will be assigned and posted on the student’s official transcript.
6. A student who elects to enroll on an audit basis may not subsequently change to a credit status.

Instructions:

Complete this form, obtain department approval, and submit to the Dean of Admissions and Records by the official census date for specified term.

(Please Print)

____________________________________________  ____________________________  ____________________________
Student’s Name (First, M, Last)  Student ID  Date of Birth

____________________________________________  ____________________________  ____________________________
Street Address  City  State  Zip Code

Term: (circle one) Fall  Spring  Summer I  Summer II  Year: __________________

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<tr>
<th>COURSE PREFIX</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>INSTRUCTOR OR DEPT. CHAIR’S SIGNATURE</th>
<th>DATE</th>
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I acknowledge that I will not receive credit for the listed course(s) and that the grade of “AU” cannot be subsequently changed to a letter grade.

____________________________________________
Student’s Signature: ___________________________________________________________  Date: ________________

Office Use Only

____________________________________________  ____________________________
Dean of Admissions and Records  Date

SPC Admissions and Records 6/17/10