

# Office of the Registrar

## Auditing a Course Application

*(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)*

Students must notify the Office of the Registrar of their intention to audit a course **prior to the end of the Add-Drop period**. Audits are processed at the end of the Add-Drop period pending space availability in the class. The course cannot be converted back to a credit course after the Add-Drop period has ended.

**Name:** \_\_\_\_\_ **PWID #:** \_\_\_\_\_

**Campus Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Current Overall GPA:** \_\_\_\_\_

I request permission to **AUDIT** a course during the following term – please enter year:

**Fall**      **Winter**      **Spring**      **Summer**

### Course Information:

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

### Notes:

- Audited courses are NOT eligible for financial aid and do not count towards full-time status.
- Students will receive a grade of AU on their transcript but will not earn credit toward graduation for the course.
- The grade of AU does not impact the student's GPA.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Advisor Signature**

\_\_\_\_\_  
**Date**

### Instructions:

- Student to complete application and submit to Instructor of the course to be audited for approval. **Digital signatures are preferred.**
- Instructor approves application and forwarded to student's Advisor for approval.
- Advisor to digitally sign in approval and Admin Assistant/designee to upload signed form to the Office of the Registrar Security FTP site via this [link](#).
- Please follow naming convention of: TERM\_PWID\_AUDIT\_COURSE\_APPLICATION
  - Example: 202230\_P11100023\_AUDIT\_COURSE\_APPLICATION