**REQUEST FOR PERMISSION TO AUDIT**

(Please Print)

Name:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number/Title: 

Term/Year: \_\_\_\_\_\_ Total Credit Hours Completed:  Cumulative GPA: 

The purpose of an audit is to allow a student opportunity to become conversant with a particular field of study, or to broaden his or her knowledge of it, without obligating him or her to written assignments, field projects, or examinations. No grade is assigned. Audit students must show proof of undergraduate degree.

Given the purpose of an audit, regular class attendance (at least 75 percent) and appreciable and appropriate reading are minimal requirements. In every case, a student who wished to audit courses should consult with the instructor(s) involved prior to registration for the course(s) and establish a clear understanding concerning the specific expectations held by the instructor(s). Audit hours for each course must correspond with the stated credit hours.

Auditing is not permitted for online courses or individual computer connections to video-conferenced classes.

**TO BE COMPLETED BY THE PROFESSOR**

Expectations beyond minimal requirements:



Professor’s Signature:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT**

I have read and understand all expectations.

Student’s Signature:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_\_\_\_

***Note: This request must be completed and filed with the Office of the Registrar and Admissions***

***before course is added as audit hours to semester registration.***