

## Request to Audit Undergraduate Course

1. To audit an undergraduate course, persons seeking to enroll must obtain written permission from the course instructor and from the Dean of the College/School offering the course. Permission to audit a course is not guaranteed. Requests to audit a course must be submitted by the Drop/Add deadline. Auditing is not permitted in independent study courses, externships, or similar courses.
2. Auditors do not write papers, complete written assignments, take exams, or request review of written work. Furthermore, they do not participate in class discussions unless otherwise directed by the course instructor.
3. Auditors are required to register with the University Registrar for any course that they have been approved to audit. Auditors will appear on the instructor's class roll but may not request grades. Per the "Grading System" published in the Undergraduate Catalog, an audited course will be listed on the student's transcript with "AU" listed instead of a letter grade.
4. No credit will be awarded for auditing a course.
5. Charges for an audited course are the same as those for a course taken for credit. Students who register to audit a course are subject to the Refund policy published in the Undergraduate Catalog.
6. Students who have been granted permission to audit a course must provide written permission to the University Registrar and pay any applicable fee(s) prior to attendance in the course.
7. Students may not regularly attend any class for which they are not registered, either for credit or as an auditing student.

Student's Name \_\_\_\_\_ ID: \_\_\_\_\_

Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

With my signature, I acknowledge and will comply with the criteria stated above.

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

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_