

Audit Policy & Guidelines — *Please carefully read the following information before completing registration form.*

- Courses taken for audit receive no academic credit or grade.
- The audit option must be declared during the first week of classes (*first five class days of fall/spring semesters*).
- Students must attend at least 50 percent of the class meetings as verified by the instructor in order for the course to appear on the academic transcript.
- At the discretion of the instructor, students may be required to complete course assignments, projects, etc. in order to participate in a course taken for audit credit.
- Audit registration occurs after all students requesting credit for the course have been given priority registration.
- Some courses are not available for audit registration such as private music lessons, music ensembles, laboratory courses, experiential education (*i.e. practicum, internship, and field and travel studies*), studio art courses, physical education courses, and distance education courses (*i.e. Blackboard, online, independent study, and correspondence*).
- Language courses required for the Bachelor of Arts (BA) degree are not eligible for audit credit.
- Audit hours will be charged if the student's registration is under 12 hours or exceeds 17 hours for the enrollment term.
- Students should not register for the audit course. Upon approval, the Office of the Registrar will add the course to the student's schedule at the end of the advance registration period.

Please print clearly.

Student Name _____	Student ID# _____
Anticipated Graduation Date: JAN MAY AUG DEC 20 _____ Year Entered Taylor/Catalog Year: _____	
Major(s): _____ Minor(s): _____ Degree: AA BA BS BM	
Student Signature _____ Date _____	
<i>I have read the above information and fully understand the audit registration policy.</i>	

Course Enrollment Term

Fall 20 _____
 Interterm 20 _____
 Spring 20 _____
 Summer 20 _____

Course #	Credit Hours	Course Title	CRN

_____ # of Credit Hours previously taken by Audit

_____ Academic Course Load for Enrollment Term (*including this registration request*)

Approval Signatures ➔ *Obtain signatures of the advisor and instructor before submitting registration form to the Office of the Registrar.*

Academic Advisor _____	Date _____
Instructor _____	Date _____

Approved Denied

Registrar _____ **Date** _____