



**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 by the end of the first week of classes (first five class days of Fall or Spring semester classes).
- 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, off-campus program courses, and distance education courses (e.g., Brightspace, online, independent study).
- Language courses required for the BA degree may not be taken 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.
- Courses taken for audit do not count toward determining part-time or full-time status for enrollment status.
- Students must not register for the audit course. Upon approval, the Office of the Registrar will add the course to the student's schedule after the end of the advance registration period.

**Please clearly print all information.**

Student Name _____		Student ID# _____	
Major(s): _____		Minor(s): _____	
Degree: BA BS Other: ____			
<i>I have read the above information and fully understand the audit registration policy.</i>			
Student Signature _____		Date _____	
<b>Course Enrollment Term</b>			
<input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Interterm 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____			
Course #	Credit Hours	Course Title	CRN
_____ # of Credit Hours previously taken by Audit			
_____ Academic Course Load for Enrollment Term ( <i>including this registration request</i> )			
<b>Approval Signatures</b> ➡ <i>Obtain signatures of the advisor and instructor before submitting registration form to the Office of the Registrar.</i>			
Academic Advisor _____		Date _____	
<i>Required</i>			
Instructor _____		Date _____	
<i>Required</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Registrar _____		Date _____	