

Permission to Audit

Instructions for Completion

Please note that audited courses will not appear on an academic transcript.

1. Some courses offered by the University are not available to be audited, therefore this form must be approved by the course instructor and the department chairperson before you will be permitted to register.
2. You must first be admitted to the term in order to audit a course.
3. The audit fee is \$5.00 per credit hour.
4. A student may NOT transfer from audit to credit or from credit to audit.
5. The form must be presented to the Office of Registration and Records ON or AFTER the first day of classes, NOT before.
6. Please return this request to the Office of Registration and Records, Parson Hall Room 009. Registration in the class will be completed at that time.

Personal Information

Last Name First Name Middle Name University ID # (XXX-XXX-XXX)

Departmental Information

Student's Major / Curriculum Enrollment Term (i.e. Fall, 20XX)

The above-named student may audit the following course:

Department Course Number Section Number CRN Hours

Signatures

Instructor Signature Date

Advisor Signature Date

Department Chairperson Signature Date

Student Signature Date

OFFICE USE ONLY

Processed By _____

Date _____