

AUDIT REQUEST FORM

(ONE FORM PER CLASS)

STUDENT INSTRUCTIONS

In order to receive an Audit grade, the student must follow these steps:

- Register for course first. Regular tuition rates apply.
- Bring form to instructor for approval and signature. Each department will set guidelines for the approval or disapproval of a student audit for each course.
- Return form to Admissions & Records prior to the census date (drop deadline) of the class.

COMPLETE THE FOLLOWING:

(PLEASE PRINT CLEARLY)

Student Name: _____ Aims ID: _____
(Last, First, Middle Initial)

This student is hereby authorized to use Audit grading for the course listed below:

CRN	COURSE	COURSE TITLE	INSTRUCTOR NAME
<i>Example:</i> 31099	<i>ENG121D</i>	<i>English Comp I</i>	<i>Susan Johnson</i>
_____	_____	_____	_____
SIGNATURE OF FACULTY APPROVING AUDIT _____			DATE _____

Audit Grade Rules: The Audit grade will appear as *AU* on the student transcript. No credit will be granted and this grade will not affect the grade point average. Courses for which the *AU* grade is assigned will not count toward any certificate or degree program. The *AU* grade cannot be used to satisfy the following: a course prerequisite, “in residence” requirements, financial aid benefits, or veteran’s benefits. To receive credit for a course that was originally audited, the student must retake the course in a subsequent semester and satisfactorily complete the course. Regular tuition rates apply.

*I have read the Audit Grade Rules and understand their applicability to my academic record.
 I request that I be allowed to audit the above course.*

STUDENT SIGNATURE _____ **DATE** _____