Office of the Registrar

Request for Permission to Audit a Course

Auditing of courses is restricted, but when faculty and facilities are available, individuals who do not seek admission for course credit may audit a lecture course or the lecture portion of a course upon approval by the Admissions Office (new students only), the dean and the head of the department. Although listed on class rolls, auditors are not required to take part in classroom discussions, tests, examinations, or reports, and they receive no grade or credit; however, students who attend the audited course rarely or not at all will have non-attendance of the course indicated on their records. A student enrolled in other courses for credit will be granted permission to audit a course only on the approval of the dean and the head of the department of the course involved. **Students may not change from audit to credit after classes begin but may change from credit to audit until the fifteenth class day.** No refund of fees will be made except for changes made during the first three weeks of classes in accordance with University policy.

Student's Name:_____ Classification: _____
Last First Middle

Student Identification Number:_____ Term/Year: _____

Call Number	Department	Course Number	Section Designation

_____ _____
Dean's Signature Department Head's Signature

Office of the Registrar
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