



# AUDIT AGREEMENT FORM

**AUDIT PROCEDURE:** An audit class means that you are attending the class on a non-academic credit basis. No credit is awarded for the audit course. Pre-requisites of credited classes cannot be met with the audit class. Students may enroll in an audit course only if they meet all course pre-requisites. Students who enroll in audit classes may change their registration status from audit to credit or from credit to audit, during the add/drop period- only. Students who decide to audit classes must complete this form with all required signatures by the appropriate add/drop deadlines. If a student decides to drop the audit course, he/she must officially withdraw from the course within the applicable time limit. Completion of this form alone does not constitute registration. A completed registration form with the marked "audit" designation is additionally required. A grade of "L" will be assigned as a mid-term and final grade. Audit students pay the same tuition and fees as credit students.

**Please type or print legibly and complete all items.**

|  |   |  |   |
|--|---|--|---|
| <b>Student's Name:</b>   |   |  |   |
| <b>ID Number:</b>  |   |  |   |
| <b>Home Address:</b>   | City  |  |   |
|  |   | State  | Zip Code  |
| <b>E-Mail Address:</b>   |   | <b>Phone:</b>  |   |
| <b>Term:</b>   | <input type="checkbox"/> <b>Fall</b> _____<br><small>Year</small> | <input type="checkbox"/> <b>Spring</b> _____<br><small>Year</small>        | <input type="checkbox"/> <b>First Summer</b> _____<br><small>Year</small> |
|  |   | <input type="checkbox"/> <b>Second Summer</b> _____<br><small>Year</small> |   |
| <b>Course No. – Section:</b>   |   |  |   |
| <b>Instructor's Name:</b>  |   |  |   |
| <p><b>The following conditions are agreed upon between student and instructor regarding the audited class.</b><br/> <b>Please check all that apply:</b></p> <p><input type="checkbox"/> Complete all scheduled course assessments.</p> <p><input type="checkbox"/> Meet all attendance requirements.</p> <p><input type="checkbox"/> Other conditions: _____<br/>         _____<br/>         _____</p> <p><input type="checkbox"/> There are no conditions applied to the audit student.</p> <p><input type="checkbox"/> <u>Student may not audit this class. (In this case, instructors please submit forms to the Academic Associate Dean)</u></p> |   |  |   |
| <b>Instructor's Signature:</b>   |   |  | Date  |
| <b>Student's Signature:</b>  |   |  | Date  |

Electronic signatures are permitted but must be accompanied by an attached e-Mail correspondence from the instructor in order to verify the signature's authenticity.

Students receiving Financial Aid should contact the Financial Aid Office before changing a course from credit to audit.