

# UNDERGRADUATE COURSE AUDIT FORM

- Complete this form and obtain the signature of the Teaching Department of the course you wish to audit.
- Return the completed and authorized form to Enrollment Services and Student Fees (POD64) for processing.
- Refer to the 'Significant Dates' section of the current Undergraduate calendar for deadline dates to enroll. Forms received by Enrollment Services and Student Fees (POD64) after the final date to enroll for a semester will not be processed.
- **Please note:** Course audit charges are currently \$112.04 per course and are subject to change.

## Part 1 (a). To be completed by student

\_\_\_\_\_  
Student I.D. Number

\_\_\_\_\_  
First Name(s)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Program Name (e.g., Journalism, Business Management, etc.)

\_\_\_\_\_  
Plan/Major (e.g., Building Science, Human Resources Management, etc.)

**I am requesting to audit a course in the following semester(s):**

(Please check one or all boxes as applicable)

Fall \_\_\_\_\_

Winter \_\_\_\_\_

Spring/Summer \_\_\_\_\_

\_\_\_\_\_  
Course Code

\_\_\_\_\_  
Course Title

## Part 1 (b). To be completed by Student

**I understand that:**

Course audit charges are currently \$112.04 per course.

An AUD designation will be assigned for classes being audited. An AUD designation is not included in GPA calculations, or in establishing an Academic Standing, or as academic program credit.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Part 2. To be completed by Teaching Department

**I approve the above-named student to audit the class indicated.**

YES

NO

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Part 3. To be completed by ESSF & Operations Support

**Student Enrolled**

\_\_\_\_\_  
Signature of Enrollment Services and Student Fees Representative

\_\_\_\_\_  
Date

**Grading Basis Changed**

\_\_\_\_\_  
Signature of Operations Support Representative

\_\_\_\_\_  
Date