

**STUDENT RECORDS OFFICE/WELCOME CENTER (FR 221)**

**PETITION TO AUDIT A CLASS**

**NAME** \_\_\_\_\_ **STUDENT I.D. #** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **SEMESTER & YEAR** \_\_\_\_\_  
(fall, spring, summer, intersession)

**INSTRUCTOR** \_\_\_\_\_

**COURSE # & COURSE TITLE** \_\_\_\_\_

**REGULATION**

On rare occasions, there are students who wish to become proficient in the subject matter of a course but who do not wish to earn credit. Students auditing a course are expected to comply with the attendance regulations of the instructor or attend 80% of the classes, whichever is greater, but are relieved of the obligation of doing written work (assignments, test, and examinations) associated with the course. Laboratory classes may be excluded from this requirement at the discretion of the instructor. Permission to audit a course will be granted only when the student is able to show that doing so is consistent with his educational objectives. An “audit” grade CANNOT be used to satisfy a graduation requirement.

A student registered for a course as an auditor may not change his status after the close of the Add/Drop period of a course, nor may, a student registered in a course for credit become an auditor after the third meeting of a course.

A student who does not complete the requirements for an “auditor” in a course shall have recorded a grade of “W” for that course. The Registrar must verify the registration of “audit” before the “W” grade is issued.

The student has the responsibility to inform the instructor in writing that she/he is auditing the course and to request from the instructor the instructor’s attendance policy and all requirements excluding the written work (assignments, examinations) that must be completed to receive a grade of “audit”.

A student registering for a course as an auditor must complete this form. Copies of this form will be given to the student and the instructor. At the end of the semester, the office copy will be filed in the student’s folder.

**PETITION:**

I have read the above regulations and policy and agree to the terms for implementation as set forth by the College. By my signature below, I elect to AUDIT the above course.

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Date**

**APPROVAL:**

\_\_\_\_\_  
**Registrar**

\_\_\_\_\_  
**Date**

**White:** Registrar

**Canary:** Instructor

**Pink:** Student