



## GRADUATE SCHOOL COURSE AUDIT REQUEST

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

STUDENT ID # (SEVEN DIGITS) \_\_\_\_\_ NETID \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

### AUDIT COURSE ENROLLMENT INFORMATION

Subject Area \_\_\_\_\_ Catalog Number \_\_\_\_\_ Section \_\_\_\_\_ Class Number \_\_\_\_\_

Units authorized by the instructor \_\_\_\_\_

**Note: Instructor can report number of units earned, which may be fewer than, but cannot exceed the maximum units authorized in course catalog**

Year \_\_\_\_\_  Fall  Spring  Summer Session I  Summer Session IV  
 Intersession  May Term  Summer Session II

Instructor's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you do not wish to register for credit, but want your records to reflect that you have been exposed to the course material, you may be permitted to register as an auditor under the following conditions:**

- You obtain the consent of the instructor and participate in the course as permitted by the instructor.
- You pay the appropriate tuition and fees for the course.
- The audited course cannot be used on your plan of study.
- No more than one course may be audited per term.
- The course to be audited cannot be changed to graded once the audit form has been submitted.
- You are not allowed to take the audited course for credit in a future term.
- If your enrollment is changed from graded to audit after the tenth day of the term, a grade of "WAO" is assigned to reflect both the withdrawal and audit.
- All audits must be requested by the ninth week of the semester. Refer to The Graduate School academic calendar for specific deadlines.

**I acknowledge that I have read and understand the conditions outlined above regarding auditing a course.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

