

For Office Use Only:	Keyed In By: _____
Veteran – copy to VCO	Date _____

**REQUEST TO AUDIT FORM
 Fall 2017**

I request to audit the courses listed below for the Fall 2017 semester.

Deadline to Change to Audit for 15-Week Full-term Courses: OCTOBER 2, 2017

This is the latest that a student can change from credit to audit status.
 (Please ask your instructor for the last day to audit for courses that are not 15-week courses.)

NOTE:

- A student will not receive credit for a course which is audited. A grade of "AU" will be recorded on the transcript at the conclusion of the course.
- Students may not audit Legal Assistant courses or Hospitality cooking and baking courses. (HSP 101, 102, 113, 201, 202, 203)
- *Students need permission of the program coordinator to audit selective admission program courses.*
- *Students need permission of the department chair, program coordinator or instructor to audit laboratory courses and IND studio courses.*
- Students may audit CAD courses and ART/GRA studio/lab courses.

Name _____

I.D. # @ _____ Date of Birth _____

Phone Number _____ Are You a Veteran? _____ Yes _____ No

CRN	SUBJECT & COURSE #	SECTION

I understand that once my status is changed to "Audit," my status cannot be reversed back to credit status.

Student's Signature _____ Date _____

*Signature _____ Date _____

*SIGNATURE of Program Coordinator is REQUIRED to audit selective admission program courses. *SIGNATURE of Department Chair, Coordinator or Instructor is REQUIRED for audits of laboratory or IND studio courses.

Academic Dean's Signature is required if the request is after the Change to Audit deadline.

Academic Dean's Signature _____ Date _____

RETURN THIS FORM TO THE RECORDS OFFICE Room E102 or FAX to (203) 857-7012