

AUDIT FORM

INSTRUCTIONS

Before auditing a class, students should verify with the Registrar's Office that semester credit and ABA minimum residency requirements will be met.
Audited classes carry no credit toward graduation requirements.

Part A should be completed at the beginning of the semester to register audit status in a course. After the professor signs the authorization portion, the form must be returned to the Registrar's Office.

All *Audit Forms* received prior to the last week of scheduled classes will be sent to the professor for final certification of the audit status, *Part B*. The faculty certification indicates satisfactory completion of the course by the student, justifying the audit status. Students should confirm acceptance and certification of the audit with the professor.

PART A: AUTHORIZATION

STUDENT NAME:

YEAR OF GRADUATION

DIVISION

PERMISSION TO AUDIT

COURSE NAME:

COURSE CODE#:

ACADEMIC YEAR:

SEMESTER: (PLEASE CIRCLE ONE)

FALL

SPRING

SUMMER

INSTRUCTOR'S APPROVAL

SIGNATURE

DATE

PART B: AUDIT CERTIFICATION

This section is to be completed at the end of the semester prior to the scheduled date and time of the final examination.

I certify that the above named student has successfully completed this course in a manner to justify audit status.

SIGNATURE

DATE

NOTE TO THE PROFESSOR: Initial here if audit status is not approved:

AUDIT DENIED -