

Audit Policy:

Registration (including tuition charges) for courses to be audited is the same as for courses to be taken for credit. Audit courses carry no credit hours and earn no grade points. The student must submit a Request to Audit form to the Registration & Records Office no later than the last day to add. Departmental approval to audit is not required to audit at this point.

Senior citizens, age 65 year or older on the first day of the course, may audit courses as outlined in the college catalog. To waive tuition and registration fees the student must submit the completed form along with a copy of their driver's license or state identification to the Registration & Records Office. Note that local fees associated with the course selection will be charged.

Part I: Student Data

Name

Student ID Number

Major

Term/Year: Fall 20 _____ Spring 20 _____ Summer 20 _____

Part II: Course Information

Department Prefix

Course Number

Course Section

Course Title

I have read the College policy above regarding audits. I have registered for the class indicated above and request that my registration for this class be recorded as an Audit.

Student's Signature

Date

Students who would like to be considered for audit after the last day to add must obtain the signature of the instructor and the dean or dean's designee on the Request to Audit form before submitting it to the Registration & Records Office. Audit requests will not be accepted after the mid-point of the term.

Instructor's Signature

Date

Dean's or Dean's Designee's Signature

Date

Part III: For Registration & Records Use Only

Date Changed in System: _____

By: _____

Verified Senior Citizen: _____

By: _____