REQUEST FOR AN ACADEMIC AUDIT COURSE

A course may be audited on a space-available basis with priority given to students taking the course for credit. The course will appear on the student’s transcript as Audit (AU) but will not count towards the credit requirement for degree completion. A student taking a credit course may not change their status to audit once the semester has started. Charges for audit courses are the same as credit courses. Students interested in auditing a course must complete and submit this form to the SSW Office of Records and Registration for approval. The ORR will review the request with the instructor.

NAME  __________________________________________

STUDENT ID  ______________________________________

EMAIL  ___________________________________________

PHONE  __________________________________________

CURRENT GPA  _____________________________________

SEMESTER  _________________________________________

COURSE INFORMATION AND RATIONALE FOR THE REQUEST:

[Blank space for student to write]

Student Signature __________________________________ Date ____________

Submit the completed, signed form to the Office of Records and Registration in person, by fax or via e-mail.

(For Office Use Only): Date Received by ORR, SSW:____________________

Approval: Yes_____ No _____ Special Provisions of Approval, if any: ____________________________

Signature __________________________ Date __________________ Copy to Student __________________________