

## REQUEST TO AUDIT A COURSE

An auditor is any student enrolled in a course for which neither a grade nor credit is granted. The auditor is permitted to attend class but is not required to submit assignments or take examinations. Full-time undergraduate students are permitted to audit up to four (4) credits per term at no extra charge.

Enrollment as an auditor is subject to the permission of the instructor. Enrollment in any course as an auditor is permitted only after students eligible to enroll in the course on credit basis have had an opportunity to do so.

Audit status is not convertible to credit status once the form for auditing a course has been completed and submitted to the Registrar's Office. Likewise, once a student has opted to take a course for credit it cannot be changed to audit status once the class has begun. Students considering this option should consult with their advisor or appropriate academic chair/dean before requesting audit status.

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### STUDENT

Name: \_\_\_\_\_

ID# or DOB: \_\_\_\_\_

#### Course(s) to be Audited:

Course/Section (e.g. UC-100-01)	Course Title	Credits	Term/Year
_____	_____	_____	_____
_____	_____	_____	_____

Are you 65 years of age or older?  Yes  No

Individuals 65 years of age or older receive a 50% discount.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### INSTRUCTOR'S APPROVAL

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### OFFICE OF THE REGISTRAR

Received/Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

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### STUDENT ACCOUNTS

Please see Student Accounts in Yochum Hall for billing and payment purposes. The fee for auditing a course is listed in the Financial Information Section of Capital's online academic bulletin.