

**REQUEST TO TAKE COURSE ON AUDIT BASIS**

**Student's Name** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Semester:** ( ) Fall ( ) Spring ( ) Summer 20\_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Professor:** \_\_\_\_\_

**Course Number/Section:** LAW \_\_\_\_\_ **Credits** \_\_\_\_\_

**I wish to take advantage of the Audit option in accordance with the regulations listed below.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\*\*\*\*\*

1. A student may elect to audit one course per fall or spring semester as long as the student is registered for the minimum number of credits for his/her program and division. The credit equivalent of the audited course may not cause the student's course load to exceed the maximum allowable credits for his/her program and division.
2. Only "elective" courses may be audited. An individual faculty member may at his/her discretion exclude any or all of his/her courses from this option.
3. A student may register to audit a course during the registration period including but not later than the last day of the drop/add period for the fall or spring semesters. Students are not permitted to audit summer courses. Audited courses dropped after the applicable drop/add period will be reflected by a "W" on the student's transcript
4. The faculty member will report grades in the usual manner. A passing grade will be converted to "AUD" on the student's official record. If a failing grade is submitted, the course will be removed from the student's record and no reference will appear on the transcript.

**A student auditing a course is required to comply with the following requirements:**

- Must attend 85% of scheduled classes.**
- Must prepare for and participate in class.**
- Must take all quizzes, midterms, etc.**
- Must complete all assignments.**
- Must take and pass the final examination.**

**N.B. The decision to elect the Audit option may not be revoked (i.e., a student may not convert the Audit option to a grade/credit).**