



## REQUEST TO AUDIT A COURSE

**Routing Instructions:**

1. Student fills out form and adds signature
2. Student sends form to instructor electronically
3. Instructor signs and sends form to Drop/Add Google folder

Please Type or Print Clearly:

**Student Information:**

Banner ID: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Student ASU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Course Information:**

Term:      Fall      Spring      Summer I      Summer II      Year: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course Number \_\_\_\_\_ Section Number \_\_\_\_\_ Credit Hours \_\_\_\_\_

**I am requesting to audit a course for the selected term above and certify that understand the following:**

1. University policy requires a student who audits a course to pay regular tuition and fees, and be regular in attendance. Senior citizens age 65 or older who have been approved to audit a course pursuant to General Statute 115B-2.2 will have their tuition and fees waived.
2. An audited course does not count in earned hours toward graduation.
3. Changing a course from credit to audit could affect my status as a full-time student.
4. An audited course does appear on the academic transcript.
5. I must receive the approval of the instructor of the above course (see signature block below).
6. Graduate Students may not audit a course that is part of their Program of Study
7. Audit hours will not be used when determining your enrollment status for financial aid.

**Required Signatures:**

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

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

Dean's Office: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office \_\_\_\_\_ Date: \_\_\_\_\_

Reg Office Use Only

Remove AU:

SRC Check: