Memo

To: Office of the Registrar

From: ________________________________

(ABAC Instructor-Print Name)

Subject: Audit Student

Date: ________________________________

Request to Be Considered An Auditor

I understand that I will be considered an auditor for ____________________________, Course Name and Number

__________________, ______________, ______________, Subject & Number Code CRN Term, and receive the grade of “V”.

___________________________________________________
Student ID#

___________________________________________________
PRINT Student Name

___________________________________________________
Student Signature Date

___________________________________________________
Instructor Signature Date

NOTE: Students interested in auditing a class must indicate to the instructor their intention to do so during the first five days of the term.

Instructors should complete the “Request to be Considered an Auditor” form, obtain the student’s signature, and forward the form to the Office of the Registrar. A grade of “V” will be automatically assigned to auditing students. No credit is granted when the course is completed, and students cannot switch from audit to credit status while enrolled in a course as an auditor.

Students interested in obtaining credit for a class which has been audited will be required to take the course under non-audit status in a later term.

Revised: February 1, 2013