AUDIT REQUEST FORM
(ONE FORM PER CLASS)

STUDENT INSTRUCTIONS

In order to receive an Audit grade, the student must follow these steps:

- Register for course first. Regular tuition rates apply.
- Bring form to instructor for approval and signature. Each department will set guidelines for the approval or disapproval of a student audit for each course.
- Return form to Admissions & Records prior to the census date (drop deadline) of the class.

COMPLETE THE FOLLOWING:
(PLEASE PRINT CLEARLY)

Student Name:____________________________________        Aims ID:__________________
(Last, First, Middle Initial)

This student is hereby authorized to use Audit grading for the course listed below:

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>31099</td>
<td>ENG121D</td>
<td>English Comp I</td>
<td>Susan Johnson</td>
</tr>
</tbody>
</table>

SIGNATURE OF FACULTY
APPROVING AUDIT _____________________________________________  D ATE________________________

Audit Grade Rules: The Audit grade will appear as AU on the student transcript. No credit will be granted and this grade will not affect the grade point average. Courses for which the AU grade is assigned will not count toward any certificate or degree program. The AU grade cannot be used to satisfy the following: a course prerequisite, “in residence” requirements, financial aid benefits, or veteran’s benefits. To receive credit for a course that was originally audited, the student must retake the course in a subsequent semester and satisfactorily complete the course. Regular tuition rates apply.

I have read the Audit Grade Rules and understand their applicability to my academic record.
I request that I be allowed to audit the above course.

STUDENT
SIGNATURE_____________________________  DATE_________________