

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

_____, _____, _____, and receive the grade of "V".
Subject & Number Code CRN Term

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