Auditing a Class

Audits are permitted only after registration has been completed and only if there is space available in the course. An audited course is not considered part of your workload. The regulations regarding auditing courses are on the WSSW Request to Audit a Course form (see Appendix E). Please read the regulations carefully, complete the form including the instructor's signature, and return the form to the Registrar's Office with payment of $50.
REQUEST TO AUDIT A COURSE

1. Auditing is limited based on available space.
2. A student must have a minimum GPA of 3.0.
3. The instructor must approve the request before it is submitted to the registrar.
4. The student must attend the course regularly and must complete such work and take such examinations as determined by the instructor.
5. A grade L (= listener) will be listed on the student's permanent record if the student attends regularly and meets the other conditions set by the instructor. If the student does not attend or meet the requirements, the grade will be W (=withdrew without penalty).
6. An audited course does not count in the student's work load.
7. No credit is given for an audited course, and it fulfills no requirements or prerequisites.
8. An audited course cannot be taken for credit at a later date.
9. There is a $50 registration fee for students.

I request to audit: □ Fall □ Spring □ Summer 20____

CRN Dept. Course # Section Title YUID#: Instructor

Name: ___________________________ ___________________________ ___________________________  ___________________________  ___________________________

Mailing Address: ___________________________ ___________________________ ___________________________

(Dorm Room) ___________________________ ___________________________ ___________________________

Phone: ___________________________ Email: ___________________________

Class (Choose) □ 1st year □ 2nd year ___________________________

Student's Signature: ___________________________ Date: ___________________________

Approval by instructor: □ Approved □ Rejected Signature: ___________________________ Date: ___________________________

FOR OFFICE USE ONLY

Comments by Registrar: □ Average OK □ Course Open Signature ___________________________ Date: ___________________________

Action by Dean: □ Approved □ Rejected Signature ___________________________ Date: ___________________________

Office of Student Finance: Payment received
Amount Paid $ ___________________________ Signature ___________________________ Date: ___________________________

Audit Request Processed by: Signature ___________________________ Date: ___________________________

Updated 5/2/2018