PERMISSION TO AUDIT A COURSE

Changing a course from AUDIT to CREDIT or from CREDIT to AUDIT must be completed by the 9th calendar day of a semester. The timeframe for classes meeting less than a full semester are prorated. Check with the Registrar’s Office, C.B. Hedgcock, Room 2202, for the dates.

DIRECTIONS: A student who wishes to audit a course must enroll and pay the regular course fees. The student will be required to do as much work as the instructor requests. At the end of the semester, the student will receive a grade of “AU” (Audit) which will be recorded on the student’s record. If the student does not complete the course work required by the instructor or if his/her attendance is irregular, the instructor may issue the student a “W” (withdraw/passing) grade. Departments may require a student to meet all prerequisites for a course prior to granting permission to enroll and audit a course.

This credit does not count toward a degree requirement; nor may it be changed at a later date to a regular letter grade. If you are a degree-seeking student, any auditing coursework will not count towards your enrollment for Federal financial aid purposes. Please speak with the Financial Aid Office if you have any questions.

Please complete the following information and obtain the necessary signatures. The completed form must be returned to the Registrar’s Office, C.B. Hedgcock, Room 2202, by the 9th calendar day of the semester.

NAME:________________________________________________  ________________
    Local                                    Last                       First                 M/I                         NMU IN

LOCAL ADDRESS:______________________________________________________________
    Street                                      City                     State            Zip

LOCAL PHONE:_________________________________________

INFORMATION ON COURSE TO BE AUDITED:

_________________________  ______________________  ______________________
    Call Number          Course ID             Course Title

_________________________  ______________________
    Student Signature        Date

_________________________  ______________________
    Instructor Signature       Date

_________________________  ______________________
    Adviser Signature (undergraduates only)       Date