



Northern Michigan University
Registrar's Office
C.B. Hedgcock, Room 2202
1401 Presque Isle Avenue
Marquette, Michigan 49855
Phone: 906-227-2278
Fax: 906-227-2231
www.nmu.edu

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 time frame for classes meeting less than a full semester is 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.

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.

NAME: _____
 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
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Student Signature	Date
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Instructor Signature	Date
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Adviser Signature (undergraduates only)	Date
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