



Undergraduate Registration for Formal Audit

Please see the STUDENT HANDBOOK for complete information regarding the Formal Audit. Some guidelines concerning the Formal Audit are listed below.

- Any full-time undergraduate student (except for first semester freshmen) may formally audit one course per semester. Conditions for the Formal Audit are defined by the individual instructor (see below).
- Signed Formal Audit forms must be returned to the Registrar's Office by the fourth week of classes (no later)!
- Change of status from Formal Audit to Credit is permitted only up until the end of the fourth week of classes. **NO CHANGE FROM CREDIT TO FORMAL AUDIT IS ALLOWED.**
- Upon satisfactory completion of the Formal Audit agreement, "AU" (signifying audit) will be recorded after the appropriate course number on the student's permanent record; **NO CREDIT IS RECEIVED.**
- A student may withdraw from a Formal Audit at any time by filling out an ADD/DROP form in the Registrar's Office.

Student Name _____ Class FR SO JR SR

SSN or ID # _____

Department _____ Course # _____

Terms of Audit: Please have the instructor detail the Formal Audit agreement below:

Instructor's Signature _____

Advisor's Signature _____

Student's Signature _____

Date _____