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## Request to Audit Course

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Auditing a course consists of attending classes and listening without the responsibility for any course assignments or examinations. Please carefully read the following guidelines regarding auditing classes:

- No credit is earned by auditing a course.
  - No credit may be earned in an audited course by examination or otherwise.
  - No audited course may be repeated for credit at a later date and students may only audit the same course one time.
  - A student who has registered for a course on an audit basis and who wishes to change the registration to take the course for credit, may do so by notifying the Registrar's Office by the last day to add a class or register.
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Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Semester: \_\_\_\_\_

Course Subject: \_\_\_\_\_

Course Number: \_\_\_\_\_

CRN#: \_\_\_\_\_

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Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College: \_\_\_\_\_ Date: \_\_\_\_\_

Student Accounts Office: \_\_\_\_\_ Date: \_\_\_\_\_

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By signing this document, I am requesting to be an auditing student in the course listed above.

Student Signature: \_\_\_\_\_ Date Processed: \_\_\_\_\_

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Registrar's Office: \_\_\_\_\_ Date Processed: \_\_\_\_\_