

## COURSE AUDIT APPLICATION

Date _____
Student Number _____
Name _____
Email <u>address</u> _____ @stolaf.edu
Year in College: FY ____ Soph ____ Jr ____ Sr ____
Adviser _____

### DIRECTIONS:

1. Complete this form and return it to the Registrar's Office **no later than the last day to add a class for the semester the course is being offered.**
2. The student and the instructor must complete the form together.
3. The faculty member will submit an AU/(Successful Audit) or UA/(Unsuccessful Audit) grade for your audit at the end of the term.
4. Audit notation will appear on student transcript during term in which the course was audited.

### CONDITIONS:

1. The student bears primary responsibility for obtaining and receiving this recognition.
2. This form is **due by the last day to add a class for that semester.** NO after-the-fact or late entries will be made.

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### INSTRUCTOR:

I agree to the student auditing the course listed below. We have discussed the terms/conditions necessary for the student to receive the notation of audit on his/her academic transcript.

\_\_\_\_\_

Course Title

\_\_\_\_\_

Dept.

\_\_\_\_\_

Course #

\_\_\_\_\_

Section #

\_\_\_\_\_

Acad. Year

\_\_\_\_\_

Fall

\_\_\_\_\_

Int.

\_\_\_\_\_

Spr.

\_\_\_\_\_

(Instructor's Signature)

\_\_\_\_\_

(please print name)

\_\_\_\_\_

(date)

### STUDENT:

I agree to the terms of agreement for this audit stated on the reverse side.

\_\_\_\_\_

(Student's Signature)

\_\_\_\_\_

(please print name)

\_\_\_\_\_

(date)

(over)

## GUIDELINES

- 1) Student must be officially registered at the College.
- 2) Permission of instructor is required to audit the course.
- 3) A person who has audited a course may not subsequently earn credit for it by special examination. Students auditing courses where tests and evaluations are used to establish an early grade pattern may not register for those courses for credit after the add deadline has passed.
- 4) Successful audits are not awarded course or grade credit nor do audits fulfill graduation requirements in whole or in part.
- 5) A student cannot audit a course if already registered at course overload.
- 6) Successful Audit form is due in the Registrar's Office by the **last day to add a course** in the term the course is being offered. A student wishing to drop an audited course must do so before the last day to drop a course during that term.
- 7) Student cannot audit an IS/IR or Internship.
- 8) Successful Audits are not allowed during Summer School.
- 9) Dual registration for this course is not allowed (i.e. registered for credit and audit)
- 10) If registered for this course graded and switching to audit, fill out this form and turn it in with a drop slip by the last day to drop a course.

To be completed by student. State why you wish to audit this course:

To be completed by instructor. Outline specific work to be done by the student in order to successfully audit course\*:

(\*Will the student need to write the same number of papers required of other students in the class, take all tests and final exam, read all books, attend regularly? Be specific on work required in order for student to audit course successfully.)

### Office Information Only:

Audit Reviewed by Registrar: \_\_\_\_\_