

For Office Use Only:	Keyed In By: _____
Veteran – copy to VCO	Date _____

**REQUEST TO AUDIT FORM  
Spring 2012**

**I request to audit the courses listed below for the Spring 2012 semester.**

**Deadline to Change to Audit for 14-Week Full-term Courses:**  
**FEBRUARY 16, 2012**

This is the latest that a student can change from credit to audit status.  
(Please ask your instructor for the last day to audit for courses that are not 14-week courses.)

**NOTE:**

- A student will not receive credit for a course which is audited.
- Students may not audit Legal Assistant courses or Hospitality cooking and baking courses. (HSP 101, 102, 113, 201, 202, 203)
- \*Students need permission of the department chair, coordinator or professor to audit laboratory courses and IND studio courses.
- Students may audit CAD courses and ART/GRA studio/lab courses.
- A grade of "AU" will be recorded on the transcript at the conclusion of the course.

**Name** \_\_\_\_\_

**I.D. # @** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Are You a Veteran?**  Yes  No

	<b>SUBJECT &amp; COURSE #</b>	<b>SECTION</b>

**I understand that once my status is changed to "Audit," my status cannot be reversed back to credit status.**

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_  
\*SIGNATURE of Department Chair, Coordinator or Professor for audits of laboratory or IND studio courses is REQUIRED.

**Instructor's Signature is required if the request is after the Change to Audit deadline.**

**INSTRUCTOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RETURN THIS FORM TO THE RECORDS OFFICE Room E102 or FAX to (203) 857-7012**