REQUEST TO AUDIT A COURSE

OneStop Student Services ▪ University Hall ▪ CPO#1350 ▪ 350-4500

Name (Print)_____ UNCA ID#_____
Last First Middle

Course/Dept_____ Number_____ Section_____ Semester_____ Year_____

Term: 1st _____ 2nd _____ Full_____

By state law and University policy, graded courses can be changed to audit status from the last day of add/drop until the end of the withdrawal date for the term in which the course is being graded.

Students may only register for courses as audits with the approval of their instructor.
Students receiving Financial Aid must also receive approval from the Financial Aid Office.

Instructor Signature _____ **Date** _____

I give permission for the student listed below to change their status from a graded status to an audit status.

Student Signature _____ **Date** _____

I understand that I must pay regular tuition and fees for audited course. I agree to meet the expectations of this audit as discussed with my instructor and I understand that my performance in this course will be assigned a grade of X (the receipt of non-graduation credit) or Y (a grade on non-completion) at the end of the semester.

Financial Aid Approval_____

Students receiving financial aid of any kind must obtain approval from the Financial Aid office before changing any course to an audit.

*Processed by*_____ *Date*_____

Rev. 11/10

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