

REQUEST TO AUDIT A COURSE

OneStop Academic Services ▪ 011 Ramsey Library ▪ CPO#1570 ▪ 350-4500

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

Course/Dept _____ Number _____ Section _____ Semester _____ Year _____
Term: 1st _____ 2nd _____ Full _____

Students must have the permission of the instructor to register to audit a course.
Students receiving Financial Aid must also receive approval from the Financial Aid Office.

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

Instructor Signature _____ **Date** _____
I give permission for this student to audit the course listed above.

Student Signature _____ **Date** _____
I understand that I must pay regular tuition and fees for audited courses. I agree to meet the expectations of an auditor 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 of non-completion) at the end of the semester.

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

Processed by _____ Date _____

Rev. 02/14

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