

Office of Admissions and Records

Audit Request

Instructions:

Students who wish to enroll for no credit may register as auditors with the approval of the department offering the course. While no credit or grade may be earned, auditors may, at the discretion of the instructor, receive the same class privileges as other students.

Auditing students whose performance in class is considered unsatisfactory may be dropped from the university, if a written authorization signed by the instructor, department chairman and college dean, is filed with the Office of Admissions and Records. Auditors are not eligible to receive financial aid, including student loans.

Credit to Audit: Students may change courses from credit to audit until the last day to drop classes.

Audit to Credit: Students who initially register for a course as auditors and then seek to take the course for credit must make the change on or before the last day to add classes.

The following student has my permission to audit the following course.

Student Information:

Name _____ NSHE ID _____

Signature _____ Date _____

Course Information:

Course _____ Section _____ Term _____

Instructor Signature _____ Date _____

For Office Use Only

Approved

Denied

Evaluator _____

Date _____