COURSE AUDIT APPLICATION

Before turning this form in, please make a copy
for yourself and your instructor. Thank you!

Student Information

ID: _____ Name: _____ Class year: _____ Date: _____

Email address: _____@stolaf.edu | Academic Advisor: _____

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 the student's transcript during the term in which the course was audited.

Conditions

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

Instructor

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

Term	Academic Year	Department	Course number	Section	Course title

Instructor name (please print): _____Date: _____

Instructor signature: _____

Student

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

Student name (please print): _____Date: _____

Student signature: _____

See back for guidelines and additional information to fill out.

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. Student auditing courses where tests and evaluations are used to establish an early grade pattern may not register for those courses after the add deadline has passed.
4. 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. The Course Audit form Application 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. Students cannot audit an IS/IR, Internship, or music lesson.
8. Successful Audits are not allowed during Summer Session.
9. Dual registration for this course is not allowed (i.e. registered for credit and audit)
10. If currently registered for this course as graded and switching to audit, fill out this form and turn it in by the last day to drop a course.

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

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

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