AUDIT ENROLLMENT REQUEST FORM

COWLEY COLLEGE

Student Name ______________________
Student ID# ______________________

This request is not official until it has been signed by the instructor and returned to the Registrar or Outreach center office.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>Sec #</th>
<th>Course Title</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
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Instructor Signature ____________________________ Date ____________

Auditing a class:

- Auditing a class means that you attend a class regularly but do not take exams or complete assignments. You receive no credit for the audited class.

- All course pre-requisites are met or the student has obtained the approval of the instructor. The course must be approved by each department to audit.

- Tuition and fees for audited classes are the same as those charged for credit classes. The total amount of tuition and fees is due when you enroll to audit a class (can not charge) or get a refund.

- Financial aid and scholarship monies may not be used to pay for audited classes.

- You may enroll to audit a class, if space is available. The dates to enroll to audit a class is after the end of the add period that is published for each semester.

- Under no circumstances may a class audited be changed to a class taken for credit, nor will a class enrolled in for credit be changed to a class for audit. A grade of AU will be recorded on the student's transcript.

- A class that has been audited can not be taken at a later date for credit.

- Please have this audit enrollment request form signed by the appropriate academic administrator. Return the completed and signed form to the Registrar or Outreach center office.