PETITION TO AUDIT A COURSE

AUDIT POLICY:
A student in good academic standing may request to audit one course per term and must complete the usual registration process and pay regular tuition fees. There is no reduction in fees for auditing. A student may not audit a doctoral course.

Class participation requirements are at the discretion of the instructor. Once a student opts to audit a course, the audit status of the course cannot be changed to receive an actual grade. Audited courses may not be used in the determination of enrollment status for financial aid purposes.

This completed form must be submitted to the Office of Academic and Student Support Services before the third class meeting for 12-week courses. For four-, six-, and eight-week courses, requests must be received by the second class meeting. No exception to this procedure may be approved without the authorization of the academic standing committee of the College.

If approved, the student should inform the instructor of her/his status as auditor of the course and discuss expectations of class participation.

PART I. STUDENT INFORMATION

Student name: __________________________ Text

Last (Family name)  First (Given name)  Middle Initial

Husky Email address: __________________________ Text

@husky.neu.edu  Primary telephone number: (Text)

9 Digit Student ID: __________________________ Text

Degree and Major: __________________________ Text

PART II. COURSE AUDIT

Indicate term: ☐ Winter  ☐ Fall  ☐ Spring  ☐ Summer  Year: __________ Text

Course number (e.g., ENG 3006) __________________________ Text

CRN (5 digits) __________ Text

Course title __________________________ Text

Student signature __________________________ Date

(in lieu of her/his signature, student may email the completed form via her/his Husky email account to cps-adviser@neu.edu)

FOR OFFICE USE ONLY

Date assigned __________  Assigned to: __________________________

Signature: __________________________  Date completed __________  Request: ☐ Accepted  ☐ Denied

Comments: __________________________