

Request for Audit Status

Student ID: _____

For office use only

Students who are admitted to the college through regular admission or Undeclared may request for Audit Status on a space-available basis determined at the start of the class. Audit Status process, the student must do the following:

1. Complete registration for the course and pay required full tuition and fees charges.
2. Obtain the Request for Audit Status form from the Admissions Office.
3. Complete the form; then, meet with the faculty member the first-class session to request for audit status. If faculty member approves, he/she must sign the Request for Audit Status form. NOTE: Due to the nature of some courses, instructors may not approve Audit Status.
4. Return the signed Request for Audit Status form to the Admissions Office on or before the end of the Add/Drop period for the term.

Students auditing a class are not required to take tests and/or examinations or to prepare written assignments. However, they are expected to conform to regular classroom rules including attendance and discussion.

Audit Status cannot be changed to a letter grade after the Audit Status is submitted. Audit Status will be recorded on the academic record at the end of the term. Courses taken on Audit Status do not count toward requirements for graduation award. In addition, audited courses do not qualify for financial aid or veteran's educational benefits.

Student ID# _____ Email: _____

Name: _____

☐ Fall ☐ Spring ☐ Summer Year: _____

Course ID	Subject	Course #	Section #

Instructor Signature: _____ Date: _____

I have read and agree to the Audit Status guidelines:

Student Signature: _____ Date: _____

Submit completed form and all required document to the Admissions & Financial Aid Office,
Room 1300 or email it to student.records@saintpaul.edu.

College Use Only

☐ Approved for _____ FA _____ Tuition Senior _____ Records ky_forms_101217