

Auditing a Course Request

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 901 S National Ave, Carrington Hall 320
 Springfield, MO 65897

Form revised 8/3/2021

Student Name: _____ BearPass #: M _____
Last First MI

Semester/year of registration: Fall _____ Spring _____ Summer _____
Year Year Year

Note: Students may submit this form any time prior to the drop deadline for the course. Students may not change from a credit basis to an audit basis or vice versa after the drop deadline. Refer to the [Academic Calendar](#) for specific deadline dates.

CRN	Course Subject	Course Number	Course Title	Credit Hours

Students may Audit a course under the following conditions:

- The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may direct the Office of the Registrar to drop the student from the class. Such drops will be graded with a "W" grade and will be subject to the normal fee refund policy.
- Students may audit courses to the maximum authorized academic load.
- A person currently not enrolled at the University must be admitted in order to register as an auditor.
- Courses audited are counted in the same way as courses taken for credit in determining required student fees.
- Credit is not awarded for auditing a class.
- Audited classes are excluded when determining enrollment status (full-time, half-time) and eligibility for the semester Deans List.
- Audited classes are included when determining need for Overload Permission.

Be signing this form, you acknowledge that you understand and accept the provisions of the Auditing a Course as described above and in the [Auditing a Course Policy](#) and hereby request that the above listed course(s) be placed on Audit basis.

Student Signature: _____ Date: _____

Office use only: _____
Processed by Date