



OFFICE OF ACADEMIC AFFAIRS

COURSE AUDIT REQUEST

Note: (USML Audit Policy can be found on the USML Catalog). Audited courses:

- Receive a grade of AU, which carries no grade points or semester credit hours
• Do not serve as prerequisites for subsequent coursework, and are not eligible for financial aid
• Do not count toward degree requirements at USML
• The fee for auditing a course is 60% of the course credit hour tuition

Instruction: Complete and submit this form before the first day of the semester in which the course is offered. After registration closes, courses cannot be changed to or from an audit status.

Form with fields: First Name, Last Name, Student ID #, Phone #, Date, Program, USML Email

Enrollment Term: [radio] Fall [radio] Spring [radio] Summer School Year _____

I am requesting to audit the following class:

Table with 3 columns: Course Code#, Course description, Instructor

I have read and understood the information listed above, and I agree with the USML Course Audit policies.

Student's Signature _____ Date: _____

Please submit the completed form to the Office of Registration and Records at registrar@usml.edu. Upon approval by the appropriate authorities, you will be enrolled in the course. If you intend to audit more than one course, please submit a separate form for each course.

Course Audit Request Approval

Course Instructor [checkbox] Yes [checkbox] No Signature _____ Date: _____
President/Dean [checkbox] Yes [checkbox] No Signature _____ Date: _____