

APPLICATION FOR AUDITING A COURSE

An individual may register for courses on an audit basis provided space is available and all prerequisites have either been satisfied or waived with the permission of the instructor. Individuals auditing a course shall be entitled to full classroom participation, and may complete all assignments and examinations for evaluation by the instructor, although these are not required for auditors. **Not all courses can be taken for audit, and permission of the instructor (or Dean) is required prior to registration.** Courses numbered below 100 may not be audited.

Individuals auditing a course will receive a final mark of AU (Audit) recorded on their LSSU academic transcript but will NOT receive university credit for the course.

Auditing courses does not count as part of an individual's official class load for determining financial aid eligibility, veteran's benefits or any other enrollment certification requirements. Students may change from an audit to credit status during the first week of classes and only with the concurrence of the faculty member for the course. This change must be processed through the Registrar's Office for grading purposes. Requests for course audits will be processed **beginning two weeks after the start of registration** to ensure degree-seeking students have adequate opportunity to enroll prior to course auditors.

Name: _____ Student ID: _____
(Please Print) Last Name First Name Middle If Known

Address: _____ City: _____ State: _____ ZIP: _____

Phone Number: _____ Email: _____ Birth Date: ____/____/____

Are you a US Citizen? ☐ Yes ☐ No. If NO, please contact the Registrar's Office for additional information.

Course: _____ Credits: _____
Subject Course Title

- ☐ I am applying as a senior citizen 60 years of age or older. (Please supply copy of Michigan Driver's License). Tuition is waived, but program fees, special course fees, parking permits, the purchase of textbooks and required materials shall be the responsibility of the participant.
- ☐ I am applying as a student. The cost for an audited course is 50% of the standard tuition rate. Program fees, special course fees, parking permits, the purchase of textbooks and required materials shall be the responsibility of the participant.
- ☐ I am applying as an LSSU Employee. Program fees, special course fees, purchase of textbooks and required materials shall be the responsibility of the employee. An Employee Tuition Waiver Form will also need to be completed. Please contact Human Resources for information.

Signature of Student: _____ Date: _____

Permission of Instructor: _____ Permission of Dean: _____

Please deliver completed form to the Registrar's Office (Fletcher Center).

_____ Processed by/Date
