

# Course Audit Non-Credit Form

Admissions and Records Office

1401 S. College Avenue

Levelland, Texas 79336

Phone: (806) 716-2374

Fax: (806) 897-3167



Students who would like to register for a college credit class on an audit basis must adhere to the following regulations:

1. The student must apply and meet all admission requirements.
2. The student must inform the instructor or the department chair in order to audit a class. (Laboratory courses, skill and individual instruction courses, and clinical courses are not eligible for audit.) Approval for audit is valid only for the class and semester specified and is not transferable.
3. The student must complete the Course Audit Non-Credit form at the time of registration, and submit the form no later than the census date for the semester of enrollment.
4. The student is required to pay full tuition and fees for an audit course(s). No financial aid will be awarded for audited courses.
5. The student will not receive credit for auditing a class. A grade mark of "AU" (audit) will be assigned and posted on the student's official transcript.
6. A student who elects to enroll on an audit basis may not subsequently change to a credit status.

## Instructions:

Complete this form, obtain department approval, and submit to the Dean of Admissions and Records by the official census date for specified term.

**(Please Print)**

Student's Name (First, M, Last) \_\_\_\_\_

Student ID \_\_\_\_\_

Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Term: (circle one)

Fall

Spring

Summer I

Summer II

Year: \_\_\_\_\_

COURSE PREFIX	COURSE NO.	SECTION NO.	INSTRUCTOR OR DEPT. CHAIR'S SIGNATURE	DATE

*I acknowledge that I will not receive credit for the listed course(s) and that the grade of "AU" cannot be subsequently changed to a letter grade.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only

Dean of Admissions and Records \_\_\_\_\_

Date \_\_\_\_\_