



REQUEST TO AUDIT A COURSE

Academic Regulation 5.11: A student who does not wish to receive credit in a course may enroll as an auditor, provided space is available and the student obtains approval from the instructor of the course and his or her advisor. (Note: advisor permission is only required for currently enrolled students.) A student who enrolls as an auditor must verify that he or she will not petition to receive credit for the audited course by any method other than that described below under audit to credit. Instructor discretion will determine the auditor's level of class participation, such as taking exams or turning in assignments. Audited courses do not count in the determination of full-time student status and do not apply toward VA benefits. Laboratory courses, private music lessons, studio art courses, outreach courses, and other courses that require special course fees are not open for audit enrollment.

Initial enrollment in a course as an auditor may be completed only between the first and the tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions. The allowable time to change from audit to credit enrollment is between the first and tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions. Students changing enrollment status from audit to credit must have been admitted to OSU. A student who is already enrolled for credit in a course may change the enrollment to audit only if the student officially drops the course (or, if appropriate, withdraws) at the time the student changes to audit. The audit action will not remove the original course enrollment from the student's transcript.

Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course.

Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Late enrollment fees are waived for audit enrollments. Any individual 65 years or older may audit a class at no charge. The audit tuition and fees are also waived for faculty and staff who have retired from the University under the Oklahoma Teacher Retirement System's "Rule of 80" or "Rule of 90" regardless of age at time of retirement (OSU Policy 2-0108).

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|----------------------------------|--------------|--|
| Last Name | First Name | Middle Name |
| CWID (or social security number) | Phone Number | Preferred e-mail address (if no OSU e-mail address is available) |

| | | | |
|-----------------|------|-------|-------------|
| Current Address | City | State | Postal Code |
|-----------------|------|-------|-------------|

Dates of residence at current address: From ____/____/____ to ____/____/____
month / year month / year

Age 65 or older? Yes No If yes, please attach a copy of your driver's license.

Retired OSU Faculty/Staff? Yes No

Semester: Fall Spring Summer Year: _____

Are you currently enrolled as a student at OSU this semester? Yes No **If no, please complete page 2 of this form.**

I am requesting to (select one):

- Enroll as an auditor in the course(s) below (between the first class day and the restricted drop/add deadline):
- Switch from audit to credit for the course(s) below (between the first class day and the restricted drop/add deadline):
- Switch from credit to audit for the course(s) below (between the first class day and the last day to drop the course with an automatic grade of "W"):

| CID/Call # | Course Prefix | Course Number | Section Number | # Credit Hours | Instructor Signature and Date |
|------------|---------------|---------------|----------------|----------------|-------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

By signing this form I verify that I will not petition for the privilege of obtaining credit as a result of my visiting the course, that I will be responsible for the full amount of tuition and fees for the course, and that I will abide by the policies of the University and the Student Code of Conduct.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

(Advisor signature required only for currently enrolled students)

FOR REGISTRAR'S OFFICE USE ONLY

Processed By: _____ Date: _____

Hours Audited: _____ Hours Enrolled: _____ Over 65/Retired: _____ Amount Billed for Audit: _____



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ONLY for auditors who are not otherwise enrolled at OSU. Students who are already enrolled for credit at OSU do not need to complete this page.

Last Name First Name Middle Name

Date of birth (mm/dd/yr) Place of birth (town, state, country) Gender: Male Female

Permanent Address _____

City State Postal Code

Dates of Residence: From ____/____/____ to ____/____/____
month year month year

High School Name: _____ High School State: _____

Dates Attended: From _____ to _____

Last three higher education institutions attended: _____ Dates Attended:
From _____ to _____
From _____ to _____
From _____ to _____

Are you a U.S. citizen? Yes No If no, country of citizenship: _____

If no, do you have permanent resident alien status? Yes No

If no, do you currently hold non-immigrant status? Yes No

If yes, indicate VISA type _____

Are you an Oklahoma resident? Yes No

If yes, list the Oklahoma county: _____

If no, list state of residence: _____

Are you on active military duty, or a dependent, assigned to the state of Oklahoma? Yes No