

## OFFICE OF THE REGISTRAR

322 Student Union Stillwater, Oklahoma 74078-1013 405-744-6876 | **O** registrar@okstate.edu

Revised:

11/2019

## **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 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 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 propoportionate 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).

Last Name				Name		Middle Name	Middle Name		
Student ID (or soo	ial security numbe	er) Phone Nu	mber	Preferred email address (if no OSU email address is available)					
Current Address						State	Postal Code		
Dates of residence	e at current addres		/ to	/	_				
Age 65 or older?		Yes	onth year No If yes	month year s, please attach a c	copy of your driver's l	icense.			
Retired OSU Facu	lty/Staff?	Yes	No						
Semester:	Fall	Spring Summer	r Year:						
I am requesting to [ ] Enroll as an au [ ] Switch from a	o (select one): Iditor in the course Idit to credit for th	ent at OSU this semes e(s) below (between the ne course(s) below (be ne course(s) below (be	he first class day an etween the first clas	s day and the rest	tricted drop/add dead	If no, please complete page dline): rse with an automatic grade of "\			
CRN/Call # Course Prefix Course Number # Cre		# Credit Hours	t Hours Instructor Signature and Date						
	-	ill not petition for the ill abide by the policie		-		ourse, that I will be responsible f	or the full amount of tuition		
Student Signature:						Date	2:		
Advisor Signature	:					Date	2:		
		Processed by:	FOR R	EGISTRAR'S OFF	ICE USE ONLY	Date:			

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



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## **REQUEST TO AUDIT A COURSE**

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	e Female	
Permanent Address						
City			State	Post	al Code	
Date of Residence:	From / to / / year					
High School Name:		High School	State:			
Date Attended:	From to					
Last three higher education instit	utions attended:			Dates Attended:		
			From	То		
			From	То		
			From	То		
Are you a U.S. citizen?	Yes No	If no, country of citizenship:				
_	If no, do you have a pe	rmanent resident alien status?	Yes	No		
	If no. do vou currently	hold non-immigrant status?	☐ Yes			
		pe				
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 No	
Have you ever been suspended o	[	Yes	No No			
Do any of the following statemen	its apply to you?					
- I have a pending fel	ony charge(s).			Yes	No No	
- I have been convict	ed, plead guilty, plead no contest, or accepted a d	eferred judgment to a criminal felony	charge(s).	Yes	No	
- I am required to reg	ister my name and home address with a local or s	state law enforcement agency.		Yes	No	