



Audit Course Request Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID or Social Security #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall Year \_\_\_\_\_

Audit Information

CRN: \_\_\_\_\_ Course Prefix & Number: \_\_\_\_\_

Auditing is presence in the classroom without receiving academic credit, a pass/fail or letter grade. The extent of a student’s participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to obtain permission of the course instruction and return this form to the Office of the Registrar. A student is not permitted to change from audit to credit or from credit to audit after registering for the class. Courses taken on an audit basis may not be used for certification of enrollment for any form of financial aid or other benefits. Students are required to pay regular tuition and fees, and are subject to the same instructional requirements as other students in the class. Students auditing a class are not eligible for financial aid.

I have read and understand the policies regarding auditing a class.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give permission for the above-mentioned class to be audited by this student.

Instructor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form in one of the following ways: Email to the [Registrar’s Office](#), Fax to 706-295-6944 or 706-764-3707, or deliver/mail to a Student Help Center listed below. Call 866-983-4682 if you have questions or need assistance.

- Catoosa County Campus – 120 College Park Drive, Ringgold, GA 30736
- Floyd County Campus – One Maurice Culberson Drive, Rome, GA 30161
- Gordon County Campus – 1151 Highway 53 Spur SW, Calhoun, GA 30701
- Polk County Campus – 466 Brock Road, Rockmart, GA 30153
- Walker County Campus – 265 Bicentennial Trail, Rock Spring, GA 30739
- Whitfield Murray Campus – 2310 Maddox Chapel Road; Dalton, GA 30721

Registrar use only

Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_

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