Kirkwood
COMMUNITY COLLEGE

TO AUDIT A COURSE (Please use black ink)

Audit enrollment in a course provides a student the opportunity to attend a class as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for students who want an introduction to a subject outside their major fields, a review or refresher in a subject, or other purposes where credit and grade are not needed or would pose an unnecessary academic threat.

This form must be received by Enrollment Services by the 5th business day of the semester.

Permission to audit the class is given by its instructor and department Dean. The student and instructor must agree on what portion(s) of the course the student plans to audit and requirements for the student's class attendance and participation.

If the audit agreement is fulfilled, the grade of "N" will be entered on the student's academic transcript. If the student does not fulfill the audit agreement, the registrar, upon request from the instructor, will withdraw the student from the course and assign a grade of "W". Audit enrollments carry no credit or grade point value. No inference is made regarding the quality of a student's mastery of the course subject matter. Standard tuition applies to all audit enrollments regardless of the length and scope of the audit. Financial aid does not pay for audited courses. The last day to submit this completed form is the 5th business day of the semester. Once changed to audit, the class cannot be changed back to graded credit.

The student is responsible to see that this form, complete with required signatures, is submitted to **Enrollment Services, 3rd Floor Iowa Hall.** Changes are not official until the completed form is received in that office. **When requesting to "AUDIT" a class, do NOT drop the class.**

_____ _____ _____

Name: Last First Middle Student k #
(PLEASE PRINT)

_____ _____

Term Year Program/Major

_____ _____ _____

Section Number Credit Hr Course Title

Course Audit Requirements: _____

_____

_____

_____

_____ _____ _____

Instructor's Signature Date Student's Signature

Department Dean's Signature Date

Are you an International Student? ☐ No ☐ Yes If yes, _____
International Advisor Signature