Office of the Registrar
Permission to Audit Form
(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

Students must notify the Office of the Registrar of their intention to audit a course **prior to the end of the Add-Drop period**. Audits are processed at the end of the Add-Drop period pending space availability in the class. The course cannot be converted back to a credit course after the Add-Drop period has ended.

Name: _____ **PWID #:** _____

Campus Email: _____ **Phone #:** _____

Major: _____ **Current Overall GPA**: _____

I request permission to **AUDIT** a course during the following term – please enter year:
  Fall   **Winter**   **Spring**   **Summer**

Course Information:

CRN: Subject: Course Number: Section:

Course Title: Instructor's Name:

Notes:
- Audited courses are NOT eligible for financial aid and do not count towards full-time status.
- Students will receive a grade of AU on their transcript but will not earn credit toward graduation for the course.
- The grade of AU does not impact the student's GPA.

_____ _____
Student Signature   **Date**

_____ _____
Instructor Signature   **Date**

_____ _____
Advisor Signature   **Date**

Instructions:
- Student to complete application and submit to Instructor of the course to be audited for approval. **Digital signatures are preferred.**
- Instructor approvals application and forwarded to student's Advisor for approval.
- Advisor to digitally sign in approval and Admin Assistant/designee to email signed form to Registrar@pennwest.edu.
- Please follow naming convention of: TERM_PWID_AUDIT_COURSE_APPLICATION
  - Example: 202330_P11100023_AUDIT_COURSE_APPLICATION