



# Request to AUDIT a Class

- A student who wishes to attend a class but does not want to receive credit or a grade for it may register for the class and request permission to audit it – *Permission must come from the Academic Department Chair of the course they wish to audit*
- All tuition and applicable fees are charged for audited courses
- Students may not change from credit to audit or from audit to credit after the end of the first week of classes
- Return this form to the Records and Registration Office for processing

Please Print:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

CCM ID \_\_\_\_\_ Major \_\_\_\_\_

Please indicate (below) the appropriate semester/mini term for the course you wish to audit:

Semester : (check one)      Fall      Spring      Summer      Winter      YEAR \_\_\_\_\_

Indicate Mini Term for each course in the Term column below:

16 week	14 week	10 week	8 Early	8 Late	5 Early	5 Late	4 week	2 week
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R and R Use Only	Term	Course #	Section #	Title	AUDIT	Department Chair Approval
STAFF	Example: 16 week	ENG 111	12345	Comp 1	AUDIT	
					AUDIT	
					AUDIT	
					AUDIT	

Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Records and Registration Use Only

Input \_\_\_\_\_ Date \_\_\_\_\_