



## 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 |
|---------|---------|---------|---------|--------|---------|--------|--------|--------|

| R and R Use Only | Term                | Course # | Section # | Title  | AUDIT | Department Chair Approval |
|------------------|---------------------|----------|-----------|--------|-------|---------------------------|
| STAFF            | Example:<br>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**  
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Input \_\_\_\_\_ Date \_\_\_\_\_