



## AUDIT REQUEST

PRINT NAME				
BERG ID. NUMBER				
EXPECTED GRADUATION			TERM AND YEAR	

Please Print Clearly

You may enroll for one (1) course unit a term on an audit basis. Any course enrolled on an audit basis will not contribute towards the Muhlenberg degree and will not be used to compute your GPA. Additionally, an audited course may not be used to fulfill prerequisites or any other academic requirements.

You must be a student in good academic standing and obtain the permission of both the instructor and your advisor to audit a course. Prior to the beginning of the term, you must meet with the instructor to agree on the explicit conditions required of the audit. Ordinarily, students who audit will do all assigned reading and participate in class discussions, but will not be required to submit written work or take exams.

You may change a course from audit to a traditionally-graded course (A-F), or vice-versa, before the conclusion of the add/drop period. Once you have enrolled in a class as an audit, you must drop the course if you no longer wish to take it. If you wish to drop the audited course after the add/drop period, you must officially withdraw from the course by the withdraw deadline and will receive a W grade. Satisfactory completion of an audit will be designated on your permanent academic record as an "AU", while unsuccessful attempts will not appear on your transcript but will count as a "U". You will not be eligible for inclusion on the Dean's List if you earn a "U" in an audited course.

COURSE NUMBER				
COURSE TITLE				

CONDITIONS OF THE AUDIT	TO BE COMPLETED BY THE INSTRUCTOR
STUDENT RESPONSIBILITY STATEMENT:	

SIGNATURES		
_____	STUDENT	_____
		DATE
_____	INSTRUCTOR	_____
		DATE
_____	ACADEMIC ADVISOR /	_____
ACADEMIC ADVISOR	ACADEMIC ADVISOR	DATE