



Audit Course Request Form

Student Name: _____ Date: _____

Student ID or Social Security #: _____ Phone Number: _____

Semester: (please check) Summer Fall Spring Year _____

Audit Information

CRN _____ Course Prefix & Number _____

Auditing is presence in the classroom without receiving academic credit, a pass/fail or letter grade. The extent of a student's participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to obtain permission of the course instructor and return this form to the Office of the Registrar. A student is not permitted to change from audit to credit or from credit to audit after registering for the class. Courses taken on an audit basis may not be used for certification of enrollment for any form of financial aid or other benefits. Students are required to pay regular tuition and fees, and are subject to the same instructional requirements as other students in the class. Students auditing a class are not eligible for financial aid.

I have read and understand the policies regarding auditing a class.

Student's signature: _____ Date: _____

I give permission for the above mentioned class to be audited by this student.

Instructor's signature: _____ Date: _____

Return this form in one of the following ways: Email to the [Registrar's Office](#), Fax to 706-295-6944 or 706-764-3707, deliver/mail to a Student Help Center listed below. Call 866-983-4682 if you have questions or need assistance.

- Catoosa County; 6450 Alabama Highway; Ringgold, GA 30736
- Floyd County; One Maurice Culberson Drive; Rome, GA 30161
- Gordon County; 1151 Highway 53 Spur SW; Calhoun, GA 30701
- Polk County; 466 Brock Road; Rockmart, GA 30153
- Walker County; 265 Bicentennial Trail; Rock Spring, GA 30739
- Whitfield Murray Campus; 2310 Maddox Chapel Road; Dalton, GA 30721

Registrar use only

Date Processed: _____ Processed by: _____

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