

SAMFORD UNIVERSITY
AUDIT STATUS

Name: _____ Date: _____
(Please Print) (Last) (First) (Middle)

Banner SUIID: _____ SU Email: _____@samford.edu SU Box: 29 _____

Telephone Number (Daytime): _____

I request permission to register for:

_____ in the _____ Semester/Term on an audit basis.
CRN;Sub.;Course/Sec. (i.e., 70076 ACCT 211 01) Term Year

ETB Student: Yes _____ No _____

Student's Signature Date

Advisor's Signature Date

Approved: INSTRUCTOR'S Signature (or Dean, Department Chair, Professor) Date

**Please bring the completed form to the Dean of Academic Services and Registrar's office located in Samford Hall, Student Records, Room 214 for consideration of approval by the Dean of Academic Service and Registrar.*

*Approval: Dean of Academic Services and Registrar's Signature Date

Student Records Date Entered

A credit course may be **changed to an audit basis** any time **prior to the deadline** for **withdrawing from a course without academic penalty**, as stated in the official catalog.

An **audit course** may be **changed to a credit basis** any time **prior to the last day to add a course** for the **semester or term**, as stated in the official catalog.

Student Notified of Approval _____
Date

Samford University

Catalog

Academic Year

Audit Status

As an alternative to full participation in a credit course, students may audit the course. Audit students do not receive grades and do not usually participate in examinations; however, instructors have the option of establishing requirements for a satisfactory audit. Students are not permitted to audit courses numbered above a 400 level.

Guidelines:

1. **Audit as Credit Student** — Students choosing this option must be admitted to Samford either as a Regular or Special Status Student. Students should enroll in the course to be audited using registration procedures and paying the same tuition as regular enrollees. Provided the instructor's requirements are met, the course will appear on the credit transcript with the notation AU and zero credits. If these requirements are not met, a W will be entered on the transcript.
2. **From a Grading/Credit Basis to an Audit Basis** — A student can change from a **grading basis to an audit basis** any time **prior to the deadline for withdrawing from a course without academic penalty**. There will be no financial refunds made as a result of change in grading basis.
3. **From an Audit Basis to a Grading/Credit Basis** — An **audit student** may **NOT** receive **regular credit** for a **course begun** as an **audit**, unless the **change is made by the last day to add a course** for the **semester or term**.