



# AUDIT FORM

Please see reverse side prior to completing this form. Deadlines apply.

Return this form to the Registrar's Office: [AS-Registrar@Asnuntuck.edu](mailto:AS-Registrar@Asnuntuck.edu)

Student ID#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle/Maiden: \_\_\_\_\_

Term:  Spring  Summer  Fall  Winter Year \_\_\_\_\_

I am a Financial Aid recipient: \_\_\_\_ Yes \_\_\_\_ No

I am a Veterans Educational Benefits recipient: \_\_\_\_ Yes \_\_\_\_ No

If yes, Veteran Approval: \_\_\_\_\_

I would like to audit the following course:

(CRN)	(Subject)	(Course #)	(Course Title)

I certify by my signature that I have read the Audit Policy on the reverse, and I am aware of the effect on my student status this request will cause.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*REQUIRED*

### Registrar's Office Use Only

Banner Updated: \_\_\_\_\_

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: YTimothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: YTimothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

## **Audit Policy:**

A student may request audit status from the Registrar. An audited course confers no credit, grade, or quality points. Auditors pay tuition and fees at the same rate as students taking the course for credit. Financial Aid **does not cover audited courses**. Students must complete an Audit Form obtained from the Registrar's Office.

In order to register as an auditing student, the prospective student must meet all college requirements and obtain the consent of the instructor.

Although auditors are not required to complete examinations or other academic exercises in the course, details of the auditor's participation in class activities will be determined by prior agreement between the student and the faculty member. Audited course(s) will be shown on the student's transcript with the symbol "AU" in the grade column and will not carry any credit hours or quality points. An audited course does not meet any prerequisite.

A student may not register as an audit student until the first day of classes. Changes from credit to audit are not permitted after the fourth week of class.\*\* Changes from audit to credit must occur before the end of the fourth week of class and with the written permission of the instructor. \*\*

\*\* Note: Accelerated classes will have alternative deadlines. Contact the Registrar for details.

**Effective Date: January 2010**