

## **Change of Audit Enrollment**

A student who wishes to benefit from instruction in a course but desires no academic credit for it may apply for audit status in the Academic Center. Approved audit enrollment entitles the student to the privilege of sitting in the class, but may extend to full participation in class activities, examinations, homework, etc. with the permission of the instructor. Enrollment is done in the normal manner with an indication of audit status. Tuition and fees are the same as an enrollment for credit; the university sells instruction, not credit. All audit enrollments are on a space available basis and credit students have priority.

Petitions for changes from Audit to Credit or Credit to Audit must be submitted to the Academic Center ***no later than the end of the ninth week of classes*** for a fall or spring semester or the equivalent date of a J-Term or summer semester. Petitions for exception to this deadline must be made in writing with suitable supporting documentation (physician's statement, faculty advisor's statement, instructor's statement, etc.) to the academic dean who administers the student's major. Those who are not seeking a degree at OBU may petition the academic dean who administers the course. If the petition is approved, the dean will forward it to the registrar where the course grading/credit status will be changed accordingly.

Enrollment as an auditor is indicated on the student's permanent academic record and is subject to the same posting regulations governing credit enrollment. For the student who meets the instructor's expectations for class participation by an auditor, the grade of AU-S, Audit Satisfactory, with no credit, will be recorded at the end of the term. If expectations are not met, the instructor may report a final grade of AU-U, Audit Unsatisfactory. An audited course is not included in the grade point average calculation. With the exception of physical education activities and art and music studio instruction, a course may be audited a maximum of two times.

After auditing a class, a student ***may not*** obtain credit by examination nor petition for retroactive credit for the course. A course taken for audit may count for credit only when the entire course and any laboratories/practica are satisfactorily ***repeated under a credit enrollment***. An audited course ***is included in the calculation of tuition charges and student credit hour load limits***. However, since it will not earn credit at the end of the term, an audited course does not count toward full-time status when the University is asked to certify a student for such purposes as financial aid, athletics and insurance.

(Print on reverse side or attach to Change of Audit Enrollment Application)

# **Change of Audit Enrollment Application**

Date of Application: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
(Expl.: Fall 2015)

Students Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Classification (Circle One): FR SO JR SR SD GR PR SP

Course Information:

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CRN	Subject	Course #	Course Title
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**Select One:**

\_\_\_\_\_ **Change from Audit to Credit**

\_\_\_\_\_ **Change from Credit to Audit**

Instructor Notes/Special Requirements to Audit above course:

**I certify that I have read the University's Policy (attached) on Audit Enrollment and accept these terms.**

Student Signature: \_\_\_\_\_

Instructor Approval: \_\_\_\_\_  
Printed Name Signature Date

Advisor Approval: \_\_\_\_\_  
Printed Name Signature Date

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For Office Use Only

Date Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_

Form Last Updated 11-3-16