WASHINGTON STATE UNIVERSITY ✦ VANCOUVER

Enrollment Change Form—Audit

This form is to be used by students to add a course with "audit" as the grade option or to change a course in which they are already enrolled to "audit." It should not be used for the senior citizen tuition waiver or state employee tuition waiver. When the form is complete and signed by the instructor, please bring it to the Student Services Center at WSU Vancouver.

An auditor is a class visitor permitted on a space-available basis to observe class discussions but not take examinations or consume the instructor's time.

- Attendance in class beyond three visits requires official approval and enrollment.
- Students may seek permission, after the start of classes, to audit a lecture course by securing the approval and signature of the class instructor on this form.
- **Students wanting to audit must pay the appropriate fee and submit the signed enrollment change form to the Registrar's Office before the end of the second week of instruction**.
- Students wanting to change their enrollment from credit to audit must submit the form before the end of the second week of instruction.
- A maximum of two audits are allowed for any semester or term.
- A registration fee per audit hour is charged for any semester or term for other than regularly enrolled full-fee-paying students. **Audit fees are non-refundable**. (See Academic Regulation 20.)
- No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited.
- Students may not take challenge examinations (see Rule 15c) in courses they have audited.
- Audit enrollments will be recorded on the student's permanent record with a grade of "AU" and the statement, "Audit Only-No Credit Given" (See Academic Regulation 21).
- Audit credits often do not count towards financial aid credit requirements; be sure to check with Financial Aid before enrolling as an auditor.
- Audit credits do not count towards full-time enrollment.

Student Information (PLEASE PRINT)

_____
LAST NAME   FIRST NAME   MIDDLE

_____ _____
STUDENT SIGNATURE   DATE

_____
WSU STUDENT ID

_____ _____
EMAIL ADDRESS   PHONE NUMBER

Academic Term

☐ Fall   ☐ Spring   ☐ Summer   _____
                                          YEAR

Course

_____ _____ _____
COURSE PREFIX (e.g. *ENGLISH*)   COURSE # (e.g. *101*)   SECTION # (e.g. *01*)

Action

☐ Add this course as "audit"   **OR**   ☐ Change this course to "audit"

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│   Office Use Only   │
│   │
│   │
│   │
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Instructor Signature

_____ _____
PRINTED NAME   DATE

_____
INSTRUCTOR SIGNATURE

Revised 06/13/2018