



**Application to Audit a Course**

**DEPARTMENT:** \_\_\_\_\_

**Student EMPLID:** \_\_\_\_\_

**Student Last Name:** \_\_\_\_\_

**Student First Name:** \_\_\_\_\_

All student, matriculants and non-matriculants, may audit any course other than a laboratory, provided attendance in the course does not involve the use of consumable materials and/or equipment. Auditors will be charged regular tuition. Audited courses cannot be used to qualify for full-time or part-time status, financial aid, or veteran’s benefits. “AUD” graded courses carry no credit but auditors must fulfill the instructor’s requirements for auditors. “AUD” graded courses should not be confused with “NC” graded courses. To register as an auditor, prior written permission of the instructor and the department chairperson is required. No change from credit registration to audit, nor from audit to credit registration will be permitted after the late registration period has officially ended.

I have read and understand the regulation outlined above. I hereby apply for permission to register as an auditor for the courses listed:

Provide Course(s) Listing Here:	
Term (i.e Fall 2017)	Subject, Course #, Section, Class Number (i.e BIO 166. 12FY 12345)

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Approved     Denied

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Approved     Denied

\_\_\_\_\_  
Departmental Chair Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**  
 “AUD” Grading Basis entered in CUNYfirst by: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return this completed form to:  
Office of the Registrar  
Shuster Hall 102**