

WINDWARD COMMUNITY COLLEGE
Admissions and Records Office

AUDIT REQUEST FORM

No credit is given for an audited course. The grade of "L" will be recorded for the course on the student's academic record. An audited course is not considered in the student's enrollment standing that may affect scholarship, financial aid, veteran benefits, and enrollment status. Student should check with the appropriate department/agency.

Auditors must complete all admissions and registration requirements and procedures, including the payment of tuition and fees. Students are permitted to audit certain classes with the written consent of the instructor via the Audit Request Form.

The completed Audit Request Form is due to the Admissions and Records Office by the last day of the course withdrawal date (refer to Class Availability via MyUH Services).

SECTION 1 – STUDENT:

NAME: _____ UH ID/User Name: _____
Print Last Name, First Name, MI

I request to AUDIT this class _____ Fall _____ Year
CRN and Course Alpha/No. (e.g. 69999 ENG 100) Spring _____
 Summer _____ 20 _____

I have read and understand the AUDIT option. If approved, the instructor or I cannot change this AUDIT option. I must submit this form by the deadline.

Student's Signature: _____ Date: _____

SECTION 2 – INSTRUCTOR:

I have discussed the above request with the student and I approve the student's request to Audit the class. I understand that once approved, the Audit option cannot be changed.

Instructor's Signature: _____ Date: _____

----- OFFICE USE ONLY -----

_____ Changed Grade Mode SFAREGS
(file with Reg Card)