

Washington State University Tri-Cities

Enrollment Change Form – Audit

Last Name PLEASE PRINT	First Name	Middle
x _____	_____	_____
Student signature	Date	

Semester: _____ Fall _____ Spring _____ Summer	WSU Student ID # _____
Year: _____	E-mail _____
	Phone _____

Course Subject	Course #	Section #	Class #
Ex: (ANTH)	(230)	(01)	(01496)
ACTION			Registrar's Office Use Only
<u>Add course as AUDIT</u>			Processor's initials:
<u>Change course to AUDIT</u>			Date:
Instructor's Signature:			
x _____			
PRINTED NAME			Date

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 Registrar's Office in Floyd 269 or email to tricities.registrar@wsu.edu.

Note: 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 (3) 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 this signed Enrollment Change Form to the Registrar's Office before the end of the fourth 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 (2) 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). **Students are required to pay full tuition and fees when auditing a course during Summer Session.**

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, so be sure to check with Financial Aid before enrolling as an auditor. Audit credits do not count towards full-time enrollment.