

# Request for Permission to Change from/to Audit

Office of the Registrar, University of Memphis, 003 Wilder Tower / Ph: 678-2810

Students wishing to audit a class must complete Parts 1 and 2, and then obtain the approvals under Parts 3 and 4 before submitting the form to the Registrar's Office, 003 Wilder Tower.

Academic policy states that a student may not change from a grade point to an audit basis, or from an audit to a grade point basis, after the last day to add classes for that part of term.

Students must be aware of the following information before enrolling in a class for audit:

- TN eCampus courses may not be audited.
- Students enrolling on an audit basis do not receive academic credit for that course.
- Auditors are not required to take examinations and do not receive a regular letter grade. There should be a precise agreement between the student and the instructor as to the extent and nature of the student participation in the course.
- Students auditing a course will receive "AD" (Audit) on the transcript only if they have attended regularly and participated according to the prior agreement with the instructor.
- Fees for audits will be assessed on the same basis as fees for credit courses.
- A reduction in Enrolled Hours, including changing course hours from credit to audit, may impact financial aid, lottery scholarship, and VA eligibility. **Repayment of funds may be required.**

## Part 1 - Student Information

<b>Student U-Number:</b>	U _____
<b>Last Name:</b>	_____
<b>First Name / MI:</b>	_____ / MI: _____
<b>Phone Number:</b>	_____

## Part 2 – Course/Request Type Information

I request the following grading status change for the course listed below:

Audit to Standard Grading                      Standard Grading to Audit

SUBJECT	COURSE #	SECTION #	CRN

<b>Term/Year:</b>	Term: _____ / Year: _____
<b>Student's Signature / Date:</b>	_____ / _____

## Part 3 – Instructor's Approval

<b>Instructor's Signature / Date:</b>	_____ / _____
<b>Instructor's UofM E-mail:</b>	_____ @memphis.edu

## Part 4 – Departmental Approval

<b>Chair's Signature / Date:</b>	_____ / _____
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## Processing the Permission to Audit Form

### General:

- ✓ Except for signatures, please print all information.

### Student:

- ✓ Read the instructions and bulleted information at the top of the form.
- ✓ Fill out Parts 1 and 2 completely. Pay particular attention to:
  - **Student U-Number** – Fill in your U-Number, not your social security number. Your U-Number always begins with the letter “U”; please fill in the remaining 8 digits.
  - **Term/Year** – Enter the appropriate term (Fall, Spring, or Summer) and provide the year.
  - **Student’s Signature** – The audit request cannot be processed without your signature.
- ✓ Take the form to the course instructor; the instructor completes Part 3.
  - **Instructor’s Signature** – The audit request cannot be processed without the instructor’s signature.
  - **Instructor’s UofM E-mail** – For verification, this should be the campus e-mail address.
- ✓ After obtaining the instructor’s signature, take the form to the Departmental Chair’s office. The Chair or Chair’s Designee completes Part 4.
  - **Chair’s Signature** – The audit request cannot be processed without this signature. The Chair’s Designee may sign if the Chair is not available.
- ✓ Once you have all signatures, submit the completed form to Student and Faculty Services (003 Wilder Tower).

### Instructor/Department:

- ✓ If no seat is available in the class, you must also issue the student a permit if you approve the audit request.

## Help

If you have questions regarding the receipt or processing of the Request for Permission to Audit form, call Student and Faculty Services at 678-2810.