Office of the Registrar and Student Records * 2240 Iyannough Road * West Barnstable, MA 02668-1599

REQUEST FOR AUDIT

DATE:	STUDENT ID #:

LAST NAME:	FIRST NAME:

COURSE NAME	COURSE NUMBER	SECTION NUMBER

Instructor's Signature: _____ **Student's Signature:** _____

Auditing a Course

A student may register to audit a course with the permission of the course instructor. No grade and no credit will be given. The Request to Audit form is available at www.capecod.edu/web/registrar/forms.

Attendance requirements for audit students shall conform with the instructor's policy for the class as a whole, unless other arrangements are made between the auditing student and the instructor. Participation in the course is by agreement between the student and the instructor.

The student or the instructor has the prerogative to request the agreement be in writing. Upon satisfactory attendance and fulfillment of the agreement between the student and instructor, a status of AU will be recorded; no credit will be awarded. A status of Z will be recorded at the end of the course should the attendance and/or agreement not be fulfilled. The student may officially withdraw from the audited course according to the withdrawal policy.

Change of status in a course from audit to credit may be made only during the add period. Change of status in a course from credit to audit may be made only during the first ten weeks of classes subject to the above mentioned requirements: by permission of and in agreement with the instructor.

A course taken for audit does not count toward a student's full-time status unless the student is required to audit the course with the approval of the Vice President of Academic and Student Affairs. A prerequisite cannot be satisfied by an audit.

Students are required to pay all tuition and fees. Financial aid does not cover the cost of audited classes.