MONTCLAIR STATE UNIVERSITY
OFFICE OF THE REGISTRAR

AUDIT APPLICATION

Undergraduate and Graduate

Regulations:

To "audit" a course is to attend class regularly without the obligation of participating in class discussions, laboratory work, examinations, performances, or any class activity other than listening. A course may be audited under the following conditions:

1. Audited courses do not carry academic credit.
2. The University's attendance policy applies to audited courses.
3. Students auditing a course must establish eligibility for admission, register and pay the required tuition and fees.
4. Students must file an Audit Application with the Office of the Registrar.
5. A course may be audited only if the department chairperson permits, and if there is space in the class.

A. For students who ALSO registered for courses carrying regular academic credit:
   1. Audited courses are considered as part of the students load which may not exceed the maximum limits.
   2. An "audit" may not be changed to "credit" nor a "credit" to "audit" after the first three weeks of the semester.
   3. The student's record will show a grade of "AU" for the course if the instructor certifies that the prescribed conditions have been met by assigning a passing grade.

B. For students who ONLY registered for "audited" courses:
   1. The student may not change to a credit basis during the term of enrollment.
   2. A student who later seeks credit by examination for a course previously audited must be enrolled in the University at the time that the examination is taken and is subject to such fee charges for the examination as the University may establish.
   3. A student who has audited a course may take the course at a later date for credit.

Procedure:

Any student electing the audit option must complete this form, have it approved by the chairperson and return it to the Office of the Registrar prior to the end of the third week of classes for regularly scheduled courses or its equivalent for short term and summer courses. Dates will be published in the Schedule of Courses Book.

Student Last Name	Student First Name	Student ID Number

Full Course Number	Title	Credit Hours	Semester/Year

Student Signature _____ Date _____

Chairperson Signature _____ Date _____

Office Validation _____ Date _____

Distribution: Original-Office of the Registrar; Copy-Student

W07/09

THIS IS NOT A REGISTRATION FORM