

**Undergraduate and Graduate**

**Please allow 5-10 business days for processing  
Incomplete forms will not be processed**

**This is not a registration form**

\_\_\_\_\_  
**Student's Last Name, First Name - Please Print**

\_\_\_\_\_  
**Student's Signature**

**Date**

\_\_\_\_\_  
**MSU Email Address**

**MSU Email Address**

<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>

**Year:**

<b>M</b>									
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**CWID**

Students will be contacted via email should the Office of the Registrar have any questions concerning this form

**Audit Policy**

To "audit" a course at Montclair State University is to attend class regularly, without the obligation of participating in class discussions, laboratory work, examinations, performances or any class activity other than listening.

1. Audited courses do not carry academic credit.
2. The University's attendance policy applies to audited courses.
3. Students auditing a course must be enrolled, registered, and pay the required tuition and fees.
4. Students must file an Audit Application with the Office of the Registrar prior to the end of the third week of \_\_\_\_\_ classes for fall and spring regularly scheduled courses or its equivalent for short term courses, courses that meet less than full term, winter and summer courses.
5. A course may be audited only if the department chairperson permits, and if there is space in the class.
6. Audited courses are part of the student's credit/course load which may not exceed the maximum limits.
7. An "audited" course may not be changed to "credit" nor a "credit" changed to "audit" after the first three weeks of the semester for fall and spring regularly scheduled courses or its equivalent for short term courses, courses that meet less than full term, winter and summer courses.
8. The student's record will show a grade of "AU" for the course if the instructor certifies by such a grade that the prescribed conditions, including required attendance, have been met.
9. A student who later seeks credit by examination for a previously audited course must be enrolled at the University at the time that the examination is taken and is subject to fees/charges for the examination as University.
10. A student who has audited a course may take the course at a later date for regular academic credit.

**For students who ALSO registered for courses carrying regular academic credit:**

**In addition, students who are ONLY registered for "audited" courses:**

The student may not change to a credit basis during the term of enrollment.

**Procedure:**

Obtain the approval and signature of the Department Chair, and return the form to the Office of the Registrar prior to the end of the third week of classes for regularly scheduled fall and spring semester courses or its equivalent for short-term courses, other courses that meet less than full term, winter and summer courses.

<b>CRN</b>	<b>Subject</b>	<b>Course</b>	<b>Course Title</b>	<b>Section</b>	<b>Credits</b>

\_\_\_\_\_  
**Department Chair - Print & Sign**                      **Date**  
**(Electronic Signatures are not accepted)**