



AUDIT Request

Student ID Number **8 9**

Birthdate: ____ / ____ / ____ Website: www.btc.ctc.edu

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

Date Student Name: Last, First MI

*I would like to change the following class from a **graded** course to an **audit**:*

YRQ	Item #	Start Date	Course Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Audit is used for courses only and must be requested by the student prior to the end of the second class session. The Audit grade is not used for programs, nor will it meet any requirements for degrees or certificates. The grade "AU" for Audit is posted on the transcript and no credit is awarded. The student must pay regular tuition and fees.

Request Exception:

Student Signature:

Official Use Only			
Date Received	Approved Date/Initials	Date Entered	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>