

**Fayetteville State University  
Office of the Registrar  
Course Audit Form**

**Student Name:** \_\_\_\_\_  
Last First MI

**Banner Id:** \_\_\_\_\_ **Term:** Fall () Spring () Summer I () Summer II () **Year:** \_\_\_\_\_

- 1 – Register for the course(s) and list the courses below
- 2 – Submit the completed and signed form to the Office of the Registrar for processing  
 (Please allow 3 – 5 business days for processing)
- 3 – Submit a copy of the completed and signed form to the Cashier’s Office for required payment
- 4 – Make a copy of the completed and signed form for your records

Class(es) to audit:

Subject	Course	Section	Credit Hours	CRN	Instructor Signature
<b>Example:</b>	<b>Example:</b>	<b>Example:</b>	<b>Example:</b>	<b>Example:</b>	<b>Example:</b>
<u>MATH</u>	<u>123</u>	<u>01</u>	<u>3</u>	<u>2458</u>	<i>Instructor Signature</i>

Audited courses do not carry credit, do not count in earned hours, do not count in GPA hours, do not count in quality points, and do count in GPA calculation and a final grade of AU is given. Auditing classes do not count toward full time status, loan deferment or financial aid eligibility.

Students must request to audit a course within the first week of the first day of class. Students registered for audit will not be permitted to change to credit after the first week of classes. Conversely, students registered for credit will not be permitted to change to audit after the first week of classes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(I understand that if I later desire credit for the above course(s), I must retake the course for credit)*

Registrar’s Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please check the date. If is it after the first week of class, do not accept)*

Cashier’s Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_