

Syracuse University

Office of the Registrar

Audit Request Form

Students:

Register for the course and then complete this form.

Email the completed form to the faculty member for the class that you are requesting to audit.

Submit the form from your syr.edu email account once it has been approved and signed.

Faculty: please review, and if approved, sign, date and return to student.

Completed forms *should be submitted by the grading option deadline for the class* via email from an syr.edu email account to the Office of the Registrar at registrar@syr.edu.

All **College of Professional Studies students** should submit via syr.edu email to bursareg@syr.edu

All **Syracuse Abroad students** should submit to the academic office of their international Center or the Syracuse Abroad Registration Office at syrabroadreg@syr.edu

General Information

Academic credit is not earned for audited courses, which appear on the transcript with the grading symbol AU. Audited courses do not affect the calculation of the grade point average (GPA), nor do they fulfill requirements in any degree program. Audited courses do not count toward carried credits nor do they count toward calculation of enrollment status. Eligibility for financial aid may be affected by auditing courses.

See "Grades and Grading Symbols-Additional Information" in Academic Rules for further information.

Please note:

The Grading Option Audit Request may be changed up until the associated deadline for that class. The option to elect or rescind the request may not be changed after that deadline. Your form must be received by this date.

Information regarding the financial obligation of electing to audit a class can be found in the Office of the Bursar's Tuition, Fees and Related Policies Bulletin.

Not all courses can be audited:

- Courses which require a Proposal for Independent Study cannot be audited.
- VPA studio courses, including music lessons, cannot be audited.
- Syracuse Abroad courses required by the program and those offered at a local university cannot be audited.

Student Information

Name	SUID	Term
Email	School/College	Class Level

Course Information to Change from Credit to Audit

Subject/ Catalog #	Class Number (5 digits)	Section
--------------------	-------------------------	---------

Change from Audit to Credit

If you previously elected to audit a course, and now wish to change back to credit, complete this form and submit by the associated grading option deadline for the class.

Subject/ Catalog #	Class Number (5 digits)	Section
--------------------	-------------------------	---------

Signatures: (check with your school/college for required signatures)

Student	Date
---------	------

Instructor	Date
------------	------

Please note, instructors may record a grading symbol of NA instead of AU if the student never attends the class.