



Audit Registration Form

A student may choose to audit a course rather than take it for credit. If attendance is satisfactory, the course number, title, and the audit designation will appear on the transcript. If attendance is not satisfactory, the course will not appear on the transcript. In no case may a student receive credit for a course that was audited, unless the course is retaken for credit. An instructor or Dept. Chair approval is required to Audit any course. *

Students who change their grading option from grade to audit after the 14th calendar day of the term will not receive a tuition reduction; however, students who change from audit to grade will be charged the full tuition for that course. The fee for an audit may be found at <https://www.stthomas.edu/businessoffice/> or by contacting the Business Office at (651) 962-6600.

Students may not switch from credit status to audit status after the last day to withdraw from a class without a grade of F. Students may not switch from audit status to credit status after the last day to register or add a class.

Name:	St. Thomas ID:	Please indicate year				
		FR	SO	JR	SR	non-Degree

I wish to audit the following course:

Dept.	CRN, Course Number	Section	Course Title
Instructor or Dept. Chair Signature:			

*Note: Instructors or Dept. Chairs, by signing above you are hereby permitting this student to audit the course requested.

Please indicate term and year:

J-Term:	Spring:	Summer	Fall
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Student Signature	Date
Email (required):	

*Note: By signing above, you understand the information concerning the policy on auditing a course and are agreeing to the registration changes indicate above.

Please return this form to the Office of Student Data & Registrar located in MHC 126 or by email registrar@stthomas.edu