MOUNT
MERCY ✝
UNIVERSITY

PETITION TO AUDIT A CLASS

COURSE AUDIT POLICY—Students may petition to audit a class; these requests must be approved both by the instructor of the course and by the Provost's Office. Auditing a course means that the student sits in the class, but does not earn credit for the course. Therefore, the responsibilities of the student are agreed upon by the student and the instructor. A student who has been approved for auditing a class may not change to credit after the last day to add a class.

AUDIT FEE POLICY—The fee for auditing a regular class is $100 per course. The audit fee for a laboratory-oriented class is $150. Examples of laboratory-oriented courses include, but are not limited to, art courses, computer courses, courses with emphasis on writing, and courses that include any type of field experience. The fee will be charge through the regular billing process. Since this is a course fee and not regular tuition, the policy of tuition remission does not apply to the audit fee. There is no refund of the audit fee in case a student decides to drop the course. Financial aid is not available for courses being audited. Full-time undergraduate students, those enrolled in at least 12 credit hours, may audit one course with no additional charge.

PETITION TO AUDIT A COURSE
This is a petition for approval to audit a course. It is not a registration. The student must register for the course through the Registrar's Office to complete the process. Registration is due by the last day to add for a given semester or block.

Name _____ MMU ID Number_____

Course Number: _____ Section: _____Course Title: _____

Term: _____ Year: _____

Signature of Applicant: _____ Date: _____

Instructor's action on this application:

_____ Permission to audit the above course.

_____ Permission denied.

Instructor's Signature: _____ Date: _____

Provost Office's action on this application:

Audit fee to be charged for the above course: _____

Provost's Office Signature: _____ Date: _____

A copy of this form will be sent to the Business Office for billing and to the Registrar's Office for registration.