



**OKLAHOMA
CITY**

Submit to:
Office of the Registrar
900 N. Portland Ave.
OKC, OK 73107
405-945-3291
Fax: 405-945-3277
okc.records@okstate.edu

Request to Audit a Course

A student who does not wish to receive credit in a course may enroll in a course for audit, provided space is available. Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course. Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments.

Audited courses do not count in the determination of full-time student status and do not apply toward Veteran Affairs benefits and are not covered under financial aid.

The allowable time to change from audit to credit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms. Students may change to credit only if they are determined to be admissible for credit. The allowable time to change from credit to audit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms.

Instructions: Complete form and return to Admissions/Registrar Services. Form may be returned in person, by fax or through students' O-Key email address (see above for contact information). The effective date of the change in status will be the date this form is received in the Records office. Please consult the class schedule, university catalog or www.osuokc.edu for deadlines (deadlines will differ depending on course length/start date). The student is responsible for verifying that OSU-OKC has received this form if not submitted in person.

Student Information:

Year/Semester: 20____ Fall
 Spring
 Summer

Student Name: last _____ first _____ middle _____

O-Key email (@okstate.edu) _____ phone number _____ Student ID or SSN _____

**The official method of communication from OSU-OKC Student Services and Business Services is to the students' O-Key (okstate.edu) email address. By listing a different email address, you give OSU-OKC permission to email you information that may contain personal or confidential details.*

Audit Action:

I am requesting to (select one):

- ___ Enroll as an auditor in the course(s) below (between the first day of class and the restricted drop/add deadline):
- ___ Switch from audit to credit for the course(s) below (between the first day of class and the restricted drop/add deadline):
- ___ Switch from credit to audit for the course(s) below (between the first day of class and the restricted drop/add deadline):

CRN	Course Prefix	Course Number	Credit Hours

Changing from credit to audit or audit to credit courses can affect your financial aid, bursar balance due, full-time enrollment status and/or impact a variety of other factors. Students are responsible for contacting the appropriate offices to complete your verify the impact of changing their audit status.

I wish to make the above enrollment changes and have read and understand my responsibilities upon submission:

Student Signature **Date**

Received by:

advisor/staff member: _____

Date:

For Records use:

processed by: _____ date rec'd: _____