

Amarillo College
Registrar's Office
Audit Permission Request

_____ Year

Date: _____

- Fall
- Spring
- Summer I
- Summer II

Please allow _____
(Name)

(AC ID#)

to enroll on an audit basis.

in _____
(Course ID) (Course Name - No. - Section)

(Instructor's Signature)

1. Students must apply to the college and meet all admission and enrollment standards. (Any exceptions for audit student enrollment standards must be vetted by the Associate Vice President of Academic Services and in alignment with THECB standards.)
2. Student must have the permission of the instructor or the department chair to audit a class.
3. Students may be registered only if space is available in the class section two business days prior to the class start date. This means that students are not permitted to register as non-audit and later change to an audit status because classes are first reserved for degree-seeking/credit-seeking students and are then opened to non-credit (i.e. audit) on a space-available basis.
4. Students must follow AC registration policy by registering and paying for the class prior to the start of the first class meeting. The Registrar's Office can assist the student with registration at the appointed time. At the point the student is registered, the audit students must meet all admission and enrollment requirements and must pay the full tuition and fees on the student's account.
5. Students who select audit status are entitled to attend class and participate in class discussion and other activities at the instructor's discretion. Audit students will receive a grade of "AU" and may not subsequently change to credit status.

NOTES: Laboratory classes, skill and individual instruction courses, and clinical courses are not suitable for audit. Approval for audit is only valid of the class/semester specified and is not transferable from term-to-term or student-to-student.

(Student's Signature)

Audit Form Submission Instructions:

Once completed, the audit form can be sent to registrar@actx.edu and made ATTN: Registrar or Associate Registrar