PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

Request to Audit

A student may wish to learn the content of a course without earning credit. The College permits students to audit a course under the following conditions:

- ☐ The student is eligible to enroll in the course,
- ☐ A registration form is properly completed and returned to the Registrar's office,
- ☐ Tuition and fees for the course are paid or under a payment arrangement,
- ☐ There is seat availability in the requested course and section, and
- ☐ This form is completed and returned prior to the end of the Add/Drop period for the desired semester.

The student's name will appear on the class roster. A student who is auditing a course is not required to take examinations. A student's grade report and transcript will reflect "AU" as the grade. An audit grade does not count for pre-requisite, graduation, or transfer purposes. An audited course cannot be designated as a credit bearing course at a later time regardless of the work that was completed in the class. Students should consult with the Financial Aid Office to discuss any impact on eligibility as audit courses are not covered by financial aid programs or military assistance.

NOTE: Students that are auditing courses are not eligible to participate in athletics, or student government. These students may participate in student clubs and organizations but may not be an officer of any club or organization. Students auditing courses do not have access to the gyms or fitness areas.

Student Name : _____Student ID# or Date of Birth:_____

Semester:____Fall ____Spring ____Summer   Year: 20/___

Course Code and Section:_____ Credits: _____

Course Title: _____

☐ **Please check here if you qualify for our Senior Discount, available to students 55 years of age or older.**

Student's Signature:_____   Date:_____

Return this form to the Office of the Registrar

Registrar's Signature:_____   Date:_____