

Oklahoma Baptist University  
Academic Center

## APPLICATION FOR AUDIT ENROLLMENT

**Please note that completion of this form does not constitute enrollment in this course.**

Approved audit enrollment entitles the student to the privilege of 'sitting in' the class but may extend to full participation in class activities, examinations, homework, etc. with the permission of the instructor.

Tuition and fees are the same as for an enrollment for credit. Enrollment is on a space available basis and credit students have priority. Audited classes are subject to the same posting regulations as those governing credit enrollment.

An audited class is included in the calculation of tuition charges and student credit load limits. However, since it will not earn credit at the end of the term, the audited course does not count toward full-time status in the certification of financial aid, athletic eligibility, insurance, etc.

After auditing a class, a student may not obtain credit by examination in the subject nor petition for retroactive credit in the course.

With the exception of physical education activities and art and music studio instruction a course may be audited a maximum of two times.

Audited classes will be evaluated either AU-S (Audit Satisfactory) or AU-U (Audit Unsatisfactory) at the end of the term. Both grades are GPA neutral.

Date: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Student ID No: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Student Level (Circle one): FR SO JR SR SD GR PR SP

Course (Dept/Course No/Section & Title): \_\_\_\_\_

I certify that I have read the University's policy on audit enrollment.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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## AUDITING CLASSES

A student who wishes to benefit from instruction in a course but desires no academic credit for it may apply for audit status in the Academic Center. Approved audit enrollment entitles the student to the privilege of 'sitting in' the class but may extend to full participation in class activities, examinations, homework, etc. with the permission of the instructor. Enrollment is done in the normal manner with an indication of audit status. Tuition and fees are the same as an enrollment for credit; the university sells instruction, not credit. All audit enrollments are on a space available basis and credit students have priority.

Petitions for changes from audit to credit or credit to audit must be submitted to the Academic Center no later than the end of the ninth week of classes for a Fall or Spring semester or the equivalent date of a J-Term or Summer Semester. Petitions for exception to this deadline must be made in writing with suitable supporting documentation (physician's statement, faculty advisor's statement, instructor's statement, etc.) to the Academic Dean who administers the student's major. Those who are not seeking a degree at OBU may petition the Academic Dean who administers the course. If the petition is approved, the dean will forward it to the Registrar where the course grading/credit status will be changed accordingly.

Enrollment as an auditor is indicated on the student's permanent academic record and is subject to the same posting regulations governing credit enrollment. For the student who meets the instructor's expectations for class participation by an auditor, the grade of AU-S, Audit Satisfactory, with no credit, will be recorded at the end of the term. If expectations are not met, the instructor may report a final grade of AU-U, Audit Unsatisfactory. An audited course is not included in the grade point average calculation. With the exception of physical education activities and art and music studio instruction, a course may be audited a maximum of two times.

After auditing a class, a student may not obtain credit by examination nor petition for retroactive credit for the course. A course taken for audit may count for credit only when the entire course and any laboratories/practica are satisfactorily repeated under a credit enrollment. An audited course is included in the calculation of tuition charges and student credit hour load limits. However, since it will not earn credit at the end of the term, an audited course does not count toward full-time status when the University is asked to certify a student for such purposes as financial aid, athletics and insurance.

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