



Course Audit Request Form

Please Print

Name _____
 Last First MI Student ID number

Home Address _____
 Number and Street City State Zip

Policy on Auditing of Courses at Fox Valley Technical College

A student may audit a course to gain a general understanding of a subject matter but only with the approval from the respective instructor or regional manager.

A student must decide whether to audit a course at the time of registration and must also complete the *Course Audit Request Form*. A student wanting to audit a course must pay the same tuition and fees as a student enrolled for credit. Any course prerequisites must be met before registering and enrolling in an audited course.

Per the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing courses, excluding community service courses (aid code 60) and apprenticeship courses (aid code 50) on a space available basis. Any age 60+ auditor must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

A student does not earn course credit for auditing a course, nor is an achievement grade awarded at course end. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid, veterans' or for any other purpose for which the college is asked to certify a student's full or part-time enrollment status.

A student auditing a course is expected to meet attendance requirements, participate in classroom and lab work, and complete all assignments, but is not required to take examinations. At course end, an audited course will reflect an "AU" notation on the student's official record and transcript for that course. A student may not change his or her course enrollment status at a later date to receive credit for an audited course or not to receive credit for the audited course.

Fox Valley Technical College reserves the right to restrict the auditing of any course. Audit options are provided in courses on a space-available basis.

I have read, understand, and agree to abide by the above policy and hereby request to audit the following course(s).

<u>Name of Course</u>	<u>Class #</u>	<u>Start Date</u>	<u>Inst. Signature/Approval</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature: _____ Date: _____

PRESENT THIS FORM WHEN REGISTERING

Office use only	Date Received	Staff Initials
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