



Request to Audit

Please return to the Office of Registration & Records

Athens Technical College

800 US Hwy 29 N

Athens, GA 30601-1500

FAX: 706.583.2531

Please use a separate form for each course

Name: _____

Please print

Student ID #: _____

Name of Course to be audited: _____ CRN: _____

- Students who audit courses attend classes without receiving grades or credit. Students must meet all prerequisites for the courses they audit. Students who audit courses must pay the regular tuition, admission, and registration fees. They must attend classes during the same periods as students who will receive grades and credit for the courses. Students who audit courses receive all course materials (except tests) available to credit students. Instructors may provide practice tests for audit students if they deem it appropriate.
- Students may register to audit courses only during the transient student or late student registration periods. Students may not change from credit status to audit status or vice versa once the term starts, including during the official Drop/Add period. The Director of Registration & Records will not change audit grades to credit grades after students complete the course.
- Students who wish to audit classes must receive approval from the appropriate Dean prior to registration. Students must complete and sign this audit form and obtain the Dean's signature before submitting the form to the Office of Registration & Records.
- Students may not use financial aid to pay tuition and fees for courses they audit. Because auditing courses may affect financial aid status, students receiving financial aid must obtain an official's signature before submitting the form to the Office of Registration & Records.

Signatures

Student: _____

Date: _____

Financial Aid: _____

Date: _____

Dean: _____

Date: _____