Request to Audit Course

Registrar's Office
Feldman Center, Room C158
Fashion Institute of Technology
Seventh Avenue @ 27th Street
New York, NY 10001-5992

Rules governing the Course Audit option

1. Declaration to Audit must be submitted within the first 3 weeks of the term in fall/spring semesters, and no later; a student can not change from Credit to Audit, or vice versa, after the first 3 weeks of the term. For Summer/Winter sessions, the Audit deadline is the last day of add/drop.
2. Audited courses cannot be repeated.
3. Audited courses will not count towards any degree.
4. Student is responsible for the tuition and fees associated with adding/dropping the audited course, or withdrawing from the audited course.
5. Audited courses **do not** count towards financial aid eligibility.
6. Student will receive an Audit "L" grade on the transcript and it **does not** impact the GPA.
7. The extent of participation (exams, receiving instructor feedback, attendance, etc.) is at the discretion of the instructor.

Student and Course Information

Student Name: _____
Last *First* *MI*

Student ID Number:_____

Telephone Number:_____

Email:_____

Course Title:_____ Course Number:_____ Section:_____ CRN:_____

Student Signature

I acknowledge that I have read and understand the rules governing the Audit Course option listed above.

I have discussed audit expectations with my instructor prior to submission of this form.

Student Signature: _____*Date:*_____

Office Use Only

Register student as Auditor (AU) in Banner:_____ _____(initial and date)