FORM SUBMISSION PROCESS

Course Audit Application

Student:
- Consult with Program Advisor to determine eligibility.
- Complete the Course Audit Application, and turn it in to Program Advisor.
- Upon approval, pay the current audit fee to the Business Office.

Program Advisor:
Review form for accuracy and completeness (include student’s current cumulative GPA). Forward completed form to the Dean of Enrollment Services for approval.

1. Dean of Enrollment Services verifies student eligibility and sufficient classroom space. Approval may be denied due to space availability.
2. If approved, Dean of Enrollment Services forwards the form to the Dean of Students for approval, reserving copy for student’s file.
3. If approved, Dean of Students forwards form to Business Office.
4. Business Office completes the audit fee section of the form and marks the receipt paid.
5. Business Office sends the original form to the Office of Enrollment Services.
6. Enrollment Services enters the classes into CMDS, changing credit type to “AU” to indicate “audit.”
   - The student’s name will appear on a grade report with the code of “AU”. This will allow the audit to appear on the student’s transcript, but not allow a grade to be given.

Alumni:
- Consult with Dean of Enrollment Services.
- Complete the Course Audit Application (available in the Office of Enrollment Services) and turn it in to the Dean of Enrollment Services.
- Pays the current audit fee to the Peirce College Business Office, prior to the start of the course.

1. Dean of Enrollment Services will approve the course audit at a time when space is available.
2. Forward form to Business Office.
3. Business Office completes the audit fee section of the form and marks the receipt paid. Business Office sends the form back to the Office of Enrollment Services.
4. Enrollment Services enters the classes into CMDS, changing credit type to “AU” to indicate “audit.”
   - The student’s name will appear on a grade report with the code of “AU”. This will allow the audit to appear on the alumnus' transcript, but allow a grade to be given.

Approved 2/09