



## Request to Audit a course(s) for a term

Students may request audit status on a course until the 1st day of classes (DSP courses can not be audited) After classes begin the "Request to Change from Credit to Audit" form must be completed and signed by the instructor of each class.

Please note: Auditing a course means you will not receive college credit for the course. You are present only for the purpose of observing the course.

**Note to student: If you are receiving financial aid, whether a grant or scholarship, or veterans auditing a class may affect your eligibility or repayment. See the Financial Aid Office for implications.**

Request to Audit a course for the term		
I, _____, _____ request to audit the following course(s)		
(Print Name)	(Student ID or SSN)	
for the _____	term of _____	
(Spring Summer Fall)	(year)	
_____	_____	_____
(Course Title)	(Course No.)	(CRN No.)
_____	_____	_____
(Course Title)	(Course No.)	(CRN No.)
_____	_____	_____
(Course Title)	(Course No.)	(CRN No.)
_____	_____	_____
(Course Title)	(Course No.)	(CRN No.)
_____	_____	_____
(Student Signature)	(Date)	
Send completed form to: Jackson State Community College Records Office 2046 North Parkway Jackson Tn 38301 Fax number 731-425-2653		
<b>If this form is not signed and returned to the Records Office, you will not be entered into the computer system as audit and your instructor will assign a grade for you at the end of the term.</b>		
Recorded: _____	_____	_____
(Signature)	(Date)	(Date)
File this form in the student's permanent file. C:\Doc\policies\Credit to Audit.doc 08/16/01		