



Office of the Registrar  
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## Course Audit Permission Form

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**Please submit completed form to: [registrar@umb.edu](mailto:registrar@umb.edu)**

Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Schedule #	Dept. & Course #	Course Title	Credits	Instructor's Signature	Instructor's Name (printed)

### The Audit Policy for Undergraduates and Graduates

You may audit a course and have the audit recorded on the official transcript as "AUD." The course will not carry any earned credit. It will not satisfy any degree requirements, nor will it count towards your official enrollment status. Tuition and fees are assessed at the regular rate. Financial aid cannot be applied to pay for audited courses.

### Registration Procedures

Registration for an audit is on a space available basis and is not permitted prior to the add/drop period. To audit a class, you must secure permission from the instructor and submit this **Course Audit Permission Form** to the One Stop. You may not switch from audit to credit or from credit to audit after the end of add/drop period.

### Grading

Conditions for the audit are negotiated by the student and the instructor. At the end of the semester, the instructor will enter an AUD to signify you have satisfactorily completed the audit and it will be so noted on the transcript. If you do not earn the audit, the instructor will enter the grade of NAU-Audit not completed. An audited course carries no academic credit and, therefore, may be audited multiple times or taken for a grade. A course may not be taken as an audit if a grade has previously been earned for the course.

For Department Use Only: Completed by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



Course Audit Permission BSR