



Audit Approval Form (Current Students)

Student Name:

Student ID:

Semester: Fall Spring

Year:

Course Number:

Course Section:

Course Title:

Include suffix: TEST001 HM

Harvey Mudd College Academic Regulations on Audit:

Currently enrolled degree-seeking students at HMC must register as auditors in 5C courses on a space-available basis subject to the rules and exceptions delineated in the HMC audit policy.

- **ELIGIBILITY:** Degree-seeking students approved to be enrolled part-time are ineligible to audit courses. Students who are ineligible to re-register (ITR), or are on leave of absence, or who are otherwise separated from the College prior to graduation, may not audit courses. First year students may not audit classes unless they petition the SSC for this purpose and have their petition approved.
- **APPROVALS:** All audits are subject to permission from both the instructor and the HMC Registrar.
- **DEADLINES:** Audit registration opens the first day of the semester and closes on the deadline to add courses.
- **ACADEMIC CREDIT:** Audited courses do not qualify for academic credit and may not apply toward academic degree requirements. Audited courses do not count toward load for financial aid eligibility or to attain full-time status.
- **RESTRICTIONS:** While audited courses do not carry credit, students must obtain ADAA permission in order to register for a course as an auditor if such a course would have pushed the student's registration into an overload if taken for credit. Audited courses may not qualify as pre-requisites for more advanced courses without the approval of the department chair and the instructor of the course to be audited. Unless a course is explicitly labeled as repeatable for credit in the course catalog, auditors may not subsequently enroll in the same course or challenge the course by exam for academic credit without written approval of the department chair and the instructor of the course to be audited.
- **CONVERT AUDIT TO CREDIT:** Students may only convert an audit to a credit-bearing option by the add deadline and with the approval of the instructor. Similarly, students enrolled in courses for academic credit may only convert a course enrollment to an audit by the add deadline.
- **GRADING: Instructors determine the requirements for auditors in their classes.** A grade of "AU" indicates that a student has attained adequate familiarity with the course material; a grade of "AX" encompasses all other situations. Neither grade AU nor grade AX appears on official transcripts. Any recording of audited courses and associated grades is for internal use only and may only appear on unofficial transcripts.

I understand the audit regulations stated above.

Student Signature:

Date:

Instructor Name:

Instructor Signature: