



# Office of the Registrar Audit Request Form

Students at Atlanta Metropolitan State College can request to audit one or more courses in a term for a V (Visited) grade. Courses that have an audit status carry the same tuition and fees as those taken for credit. This grade will have no effect on a student's GPA and cannot be changed to another grade in the future. This form must be submitted to the Office of the Registrar no later than the close of Add/Drop for the courses in question. Changes in an audit status cannot be made after the close of Add/Drop period.

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

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

AMSCID: \_\_\_\_\_

Semester Requested:     Fall    Spring    Summer   Year: \_\_\_\_\_

List the course(s) below that you would like to audit.

CRN#	Course Subject	Course #	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you receiving financial aid?:    Yes    No

Are you receiving VA benefits?:    Yes    No

If you answered "Yes" to either of the above questions, you must obtain the appropriate signatures before this form will be processed.

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VA Certifying Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Office of the Registrar, in the Student Services and Success Center or to registrar@atlm.edu. Students will be notified via their AMSC student email account once a decision has been made on the audit request.

### Office of the Registrar Use Only

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

Comments: \_\_\_\_\_