UNIVERSITY OF NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

COURSE AUDIT REQUEST PROCESS & POLICY

- Students taking online Post-Baccalaureate Pre-Health (PBPH) undergraduate courses or Science Prerequisite for the Health Professions (SPHP) courses through the College of Professional Studies may, with prior consent, enroll in a course for an **audit grade (AU).**

- The auditor is expected to participate in classes, engage in discussions and course activities, and complete assignments as determined by the instructor. However, the auditor is not required to take examinations and will earn **zero credit** for the course.

- Once the form is completed and all approvals are retrieved, please send the form to the Registrar's Office for processing via email to Registrar@une.edu.

STUDENT INFORMATION

First Name: _____ **Last Name:** _____ **PRN: 910**_____

Date of Birth: _____ **UNE Email:** _____

SECTION I: COURSE INFORMATION

Course Reference Number (CRN): _____ **Subject and Course:** _____
(ex: 5024)   (ex: BIOL 1010)

Title: _____ **Instructor Name:** _____
(ex: Medical Biology I with laboratory)

Please select one option below:

- ❑ Requesting to audit a course at the time of registration.
- ❑ Requesting to audit a course due to an approved Enrollment Status Change request.

SECTION II: AUDIT POLICY ACKNOWLEDGEMENT (Font signature NOT accepted)

- Audit courses carry **zero** credit and are responsible for full tuition and applicable material fees.
- The course will be designated as **audit grade (AU)** on the transcript. Reversal or change of an audit grade is not possible.
- Once enrolled for "AU" the grade becomes **permanent** on a student's academic record.
- Audit courses **do not count** towards a student's **enrollment status** (e.g., full-time) and cannot be considered for financial aid, scholarships, veteran benefits, etc.
- To earn a grade for the course, the student must re-enroll and pay for the graded credit.

I, the student, have read and understood UNE's Course Audit Policy: _____, _____
                                                                                                                    Student Signature   *Today's Date*

SECTION III: COURSE AUDIT APPROVAL (Font signature NOT accepted)

Dean's office and/or Program Director is required prior to auditing a course.

Program Director Signature: _____ **Today's Date:** _____

Dean's Signature: _____ **Today's Date:** _____