![Northcentral Technical College logo]

Request to Audit

A student who audits a course has the privilege of attending class, receiving an grade of audit (AU), and is not required to complete assignments or take examinations. If requesting to audit, please read the information below.

Audit Criteria

Audited courses are not considered part of a student's credit load for financial aid, veteran's benefits, or for any other purpose for which a student wishes the school to certify enrollment status. Audited courses cannot be used to satisfy prerequisites or graduation requirements and do not affect grade point average (GPA) calculations. **When auditing a course, a student may not change from audit to credit status or from credit to audit status after the first ten percent (10%) of the class.** The audit option is based on space availability and is not available for community service and apprenticeship courses.

An auditing student must register and pay the same tuition and fees as students enrolled for credit and standard withdrawal/refund policies apply. Wisconsin Statute Section 38.24 (4m) provides a tuition exemption if the following requirements are met:

- You are age 60 or older on the day the class starts or first date of attendance, whichever is later.
- You are a resident of Wisconsin or covered under a reciprocity agreement with another state.

To request an audit, the student must:

1. Read and complete this form including obtaining written approval from the course instructor.
2. Students may enroll in the class prior to returning the form; however the form needs to be returned within the first ten percent (10%) of the class.
3. **Return the form to Student Services – Student Records (mailstop C110), Wausau Campus or email studentrecords@ntc.edu.**

Student Records will process the audit request and email student (to NTC student email) when complete.

Student Name: _____
                                  (Last)   (First)   (Middle Initial)

Student ID: _____   Daytime Phone: _____

Are you age 60 or older?   ☐ Yes   ☐ No

Course Title	Catalog Number	Class #	Term

Instructor Signature: _____ Date: _____

Instructor Approval of Audit: ☐ Yes   ☐ No

Student Signature: _____ **Date:** _____

Office Use Only: *Received: _____*   *"AU" grade entered in Peoplesoft: _____*

For questions regarding course audits please contact the Student Records Office at 715-803-1025 or studentrecords@ntc.edu.   3/16/2017

C:\Users\blanchet\Desktop\Audit Course Form.docx