



SIMMONS UNIVERSITY
Office of the Registrar
300 The Fenway, Boston, MA 02115
Tel 617.521.2111 Fax 617.521.3144

UNDERGRADUATE REGISTRATION FOR FORMAL AUDIT

Please see the **STUDENT HANDBOOK** for complete information regarding the Formal Audit. Some guidelines concerning the Formal Audit are listed below.

- Any full-time undergraduate student (except for first semester freshmen) may formally audit one course per semester. Conditions for the Formal Audit are defined by the individual instructor (see below).
- Signed Formal Audit forms must be returned to the Registrar's Office by the fourth Friday of the term (no later)!
- Change of status from Formal Audit to Credit is permitted only up until the fourth Friday of the term. **NO CHANGE FROM CREDIT TO FORMAL AUDIT IS ALLOWED.**
- Upon satisfactory completion of the Formal Audit agreement a grade of "AU" (signifying audit) will be recorded. The audit grade does not affect GPA. **NO CREDIT IS RECEIVED.**
- A student may withdraw from a Formal Audit at any time by filling out an ADD/DROP form in the Registrar's Office.

Student Name: _____ Class FR SO JR SR

Student ID #: _____

Department: _____ Course No: _____ Section No: _____

Terms of Audit: Please have the instructor detail the Formal Audit agreement below:

Instructor's Signature: _____

Adviser's Signature: _____

Student's Signature: _____

Date: _____