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.

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Course Subject</th>
<th>Course #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: __________________________________________________________