



APPROVAL FOR AUDIT

TO BE COMPLETED BY STUDENT: Please Print.

I request that I be permitted to audit the following course:

Course to be audited

Academic Quarter/Year

Last Name

First

Middle

X

Student Signature

Date

TO BE COMPLETED BY MENTOR/SITE COORDINATOR:

I approve _____ to enroll in the above course as an auditor.

X

Mentor Signature

Date

X

TUMI-LA Site Coordinator Signature

Date

PROCEDURES AND POLICY FOR AUDIT

1. A student auditing a course must obtain approval from both the TUMI-LA site coordinator and the mentor of the course that he/she wants to audit (auditing form will be required).
2. A student who audits a course will pay normal tuition and fees (same amount as students taking a course for credit).
3. Auditing students are required to purchase the designated student workbook assigned for the course (student workbook is included in the tuition cost).
4. Purchasing required textbooks for a course is optional (unless otherwise stated by the course mentor).
5. A student desiring to audit a course may not be able to do so due to limited class size and priority given to those students taking that same course for credit. Please check with TUMI-LA site coordinator for course availability.
6. If a student is taking a course for credit, his/her spouse may also take that same course with him/her for free. Materials for auditing spouses will not be provided but can purchased at an additional cost if desired (permission from both TUMI-LA site coordinator and course mentor must be obtained).
7. Student Scholarships are not available to those who audit a course (exceptions are given; however, determination will be on a case-to-case basis with final approval coming from TUMI-LA site coordinator).
8. Academic credit toward a Certificate or Diploma is not received when a course is audited (students can, however, take the course for credit at a later date without penalty).
9. A student taking a course as an auditor can change to credit status as long as the switch is made before the first assignment is due (as determined by course mentor).
10. A student taking a course for credit can change to audit status at any time during the course (permission must be obtained by both the TUMI-LA site coordinator and course mentor). No monetary refunds will be given.
11. A student auditing a course will be required to participate in all classroom discussions and activities at the discretion of the mentor.
12. Auditing students are not held responsible for completed course work or tests during the course; however, it is strongly encouraged that the course be treated as if it were being taken for credit.
13. There is no limit to the number of courses a student may audit during a given academic calendar year.
14. An audited course will appear on a student's transcript as "AU" and "0.00" as the awarded number of credit hours. An audited course is not included in the student's overall GPA calculation.

* All auditing policies may be changed at any time at the discretion of the TUMI-LA site coordinator.