PERMISSION TO AUDIT FORM
(Matriculated Student)

This form should be used by degree seeking graduate business students who wish to take a course as an auditor, when space is available. You must receive permission from the Program Director and Instructor in order to audit a course, even if seats are available.

Full-time graduate students may audit one undergraduate course per regular semester (with the exception of the very first semester enrolled or first year for full-time MBA students) without charge, provided their total number of credit hours does not exceed eighteen (18) hours. Flex MBA students may audit a course, and will be billed per credit hour as long as they take less than nine credit hours per semester.

Grades for courses that are audited will become part of the student’s permanent academic record and will appear on the William and Mary transcript. The instructor will assign a grade of “O” for a successful audit and a grade of “U” for an unsuccessful audit. Students who stop attending and fail to withdraw officially, will receive a grade of “U”. Audited courses do not count towards the graduate degree.

INSTRUCTIONS:
1. Complete Section A of the form.
2. Obtain program director and instructor signatures for approval in Section B.
3. Return form to the Graduate Registrar, Miller Hall 2041, during a scheduled registration or add/drop period only. The Graduate Registrar will enroll you for the approved course.

SECTION A: The Student completes this section.

Student Name ___________________________ Student ID# 930

Program (i.e., FT, Flex, MAC) ____________________________ Effective Semester/Year ____________

List the course you wish to take.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Number &amp; Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days/Time</th>
<th>Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AUDIT</td>
</tr>
</tbody>
</table>

Student Signature ___________________________ Date ____________

By signing above, you assume full responsibility for dropping the course if you decide you no longer wish to take it. If you have a hold or other registration problem, you understand it must be taken care of prior to this form being processed.

SECTION B: Program Director and Faculty Member – please sign below if you approve this audit request.

Program Director Signature ___________________________ Date Signed ____________

Instructor Signature ___________________________ Date Signed ____________

FOR OFFICE USE ONLY
Processed Date: ____________  Initials: ____________

Revised August 2009