REQUEST FOR AUDIT GRADE

Auditing Courses:
Students may enroll in a course on an “audit” basis only with written permission of the instructor. Students who enroll and receive an audit (AU) grade do not receive university credit. Students who audit pay the same fees as if enrolled in the course for credit. No change, to or from, auditor status is possible after the Late Add Period has ended. Students eligible to enroll on a credit basis have priority over auditors when enrolling in a course. For further information, please refer to the current University Catalog.

Instructions:
1. Students must enroll in the course using MyCSUEB.
2. Obtain instructor signature and departmental approval.
3. Submit this form no later than the end of the Late Add Period to the Enrollment Information Center in the Student Administration Building, or Concord Campus Lobby. This form may also be faxed to the Records Office at 510-885-3816.

Net ID ______________________

Name______________________________________________ ________________________________
(Last)    (First)    (Middle Initial)

Student Signature (REQUIRED) ____________________________________________

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<th>Class No.</th>
<th>Course I.D. (Dept. Course No. and Section)</th>
<th>Instructor Signature REQUIRED</th>
<th>Department Stamp REQUIRED</th>
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Office of the Registrar Use:
Date Coded:___________ By:_________ If unable to process, explain:____________________________________