



Request for Audit Grade

Office of the Registrar

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 Deadline to Change Grade Type; this deadline is the 15th instructional day of the term for Fall and Spring semesters, and the 10th day of instruction for Summer terms. Students eligible to enroll on a credit basis have priority over auditors when enrolling in a course.

Instructions:

1. Students must enroll in the course using MyCSUEB.
2. Obtain instructor signature and departmental approval on this form.
3. Submit this form by the Deadline to Change Grade Type in one of the following ways:
 - a. In person to the Enrollment Information Center in the Student Administration Building on the Hayward Campus, or to the Academic Services Lobby on the Concord Campus
 - b. Fax to the Office of the Registrar
 - c. Email to reg@csueastbay.edu

Student Name: _____ Net ID: _____

Student Signature: _____

Class Name and Number	Course Number and Section	Instructor Signature Required	Department Stamp Required

For Office Use Only:	<input type="checkbox"/> Approved	Processed by: _____	Date: _____
	<input type="checkbox"/> Not Approved	_____	_____