

Audit Approval

Course Audit Policy:

Students who meet MSU Denver’s admissions requirements may audit a class with the permission of the instructor and department chair, if space is available. Academic credit is not awarded for an audited course. The cost for auditing a course is based on applicable tuition and fees. Students cannot audit an online class or any course offered through CCD or CU Denver.

Through the Metro Meritus program, persons aged 60 and older may audit courses at no cost. Metro Meritus applications are available in the Center for Individualized Learning, Admin Building, suite 360, (303) 556-8342.

Procedures to audit a class/lab:

1. Students must apply and be admitted to MSU Denver.
2. Once the Audit Approval Form is completed and approved by the instructor and the department chair, the student must take this form to the Office of the Registrar, SSB 160. The Office of the Registrar will enroll the student in the course(s).
3. **Tuition and fees must be paid on STUDENT HUB or in the Cashier’s Office, SSB 150.** Audited courses may affect the student’s College Opportunity Fund and/or Financial Aid Satisfactory Progress. Veteran students will not receive veteran benefits for audited courses.

Name: Student ID#:

Semester and Year:

	CRN	Dept.	Time	Days	Credit Hours	Course Title
Primary Class						
Lab (if any)						

I request to audit the above class with the understanding that I will be officially registered, the class will be present on my academic record at MSU Denver, and I will not receive academic credit. I understand that my audit status for this class cannot be converted to “for-credit” enrollment or vice versa. My enrollment cannot pre-empt students seeking academic credit, thus I understand that I will be registered for the class after its registration deadline. I understand that I cannot audit classes offered online and through CCD or CU Denver. Finally, I understand that I will be charged full tuition and fees for this class, and this charge is non-negotiable once it is applied to my account at MSU Denver.

Student Signature: Date:

Instructor Signature: Date:

Dept. Chair Signature: Date:

Office of the Registrar Authorization: Date Processed:

Office Use Only: Staff member who confirmed identity: Date: