

# Course Audit/Overload Enrollment Fee Waiver

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Subject, Course & Section: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

## Type of Audit (Select ONE):

- Course Audit** - Students may elect to audit a course for enrichment purposes or as preparation for advanced study. Students register for a course as "Audit" by completing this Course Audit request form and submitting it to Student Enrollment and Financial Services, Rodman Hall Room 249. An Audit course does not fulfill degree requirements; course credit is not awarded. However, the auditor is required to attend class regularly and should discuss class expectations with the instructor prior to enrolling. For registration and billing purposes, Audit credit hours are included in a student's 12-18 credit flat tuition rate. An Audit course is recorded on the transcript with a grade of AD unless the auditor fails to meet attendance and/or class expectations, which may result in a grade of AW. Tuition is charged at the published rate. The deadline to change from credit to Audit status is by the end of Add/Drop week.
- Dean's List Audit** - Students who have earned 60 semester hours of credit at John Carroll toward graduation, and who attain the distinction of being on the Dean's List in any given semester, may during the Add/Drop week of the following semester, with permission from the appropriate assistant dean, register to audit one course without a fee. Such students are required to attend their audited courses. The Dean's List audit privilege may **not** be used for any course for which students have already registered. The normal course auditing policy applies.
- Audit for Honors Program Students** - All Honors Program students in good standing, who have completed at least 30 hours of course work at John Carroll University, are eligible to audit one course a semester without a fee. Permission to audit a course must be obtained from the Director of the Honors Program and the appropriate assistant dean. Students are expected to meet the normal attendance requirements of the audited course. A student must register for the course to be audited during the first week of classes. Any earlier registration for the course to be audited invalidates the privilege of a free audit for that course. The normal course auditing policy applies.

## Type of Waiver (Select ONE ONLY if enrolling for more than 18 total credit hours):

- Honors Audit Overload Waiver (up to 3 credits)** – Waiver available to Honors Program students once per academic semester to enroll in up to 21 credit hours. To be eligible, Honors students must be in good standing, and have completed at least 30 hours of course work at John Carroll University. Signatures are required from both the Director of the Honors Program and the appropriate assistant dean.
- Honors Program Overload Waiver (up to 3 credits)** – Waiver available to Honors Program students once per academic year to enroll in up to 21 credit hours. To be eligible, students must have earned at least 30 credits at JCU and have a 3.5 or higher cumulative or most recent semester GPA. Signatures are required from both the academic advisor and Honors Program Director.
- Signature Programs Overload Waiver (up to 1 credit)** – Waiver available to students in the Arrupe, Honors, or Leadership Programs to enroll in a 19<sup>th</sup> credit per academic year if coursework is being completed in association with a Signature Program requirement. A signature is required from the program director.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Required for students requesting any Audit

\*Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Required for students requesting any Audit or Honors Program Overload Waiver

\*Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Required for students requesting an Honors Program Audit and/or an Honors or Signature Programs Overload Waiver

\*Assistant Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Required for students requesting an Honors Program or Dean's List Audit, and/or an Honors Audit Overload Waiver

**Please return this form to Rodman Hall Room 249 for processing.**

Operator's Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_