Bahamas Technical & Vocational Institute	# REQUEST TO AUDIT A COURSE

Members of the wider community as well as BTVI students with a minimum cumulative GPA of 2.00 who wish to audit a course must submit a completed *Request to Audit a Course* to the Professional Development Coordinator at the beginning of the semester and before the end of the drop/add period. Subject to availability, the Professional Development Coordinator will register the individual for the course during the drop/add period.

First Name: _____ Middle: _____ Last Name: _____

Telephone Number: _____ Email Address: _____

Course to be Audited: Code_____ Title:_____ Section: _____

I wish to audit this course for the following reasons: _____

_____

_____

_____

I am currently enroled in a programme at BTVI [   ] **No**   [   ] **Yes**   *If the answer is yes, please indicate the following:*

(1) Programme: ○ Associate Degree ○ Diploma ○ Certificate   (2) Major: _____

(3) BTVI Student ID No: _____ (4) Cumulative GPA: _____

AUDIT REGULATIONS

- Audit students are required to pay the regular course tuition and fees.
- Once registered for the course, audit students may not change their status from audit to credit.
- Audit students must attend all class sessions. Failure to do so could result in the student being administratively withdrawn from the course.
- Audit students will not be required to complete course assignments or examinations.
- Audited courses do not count towards a student's credit load and are not eligible for financial aid.
- No credits or grade points are earned for audited courses which are not included in the calculation of the grade point average.
- At the end of instruction, an AU will be placed on the student's transcript to indicate the course has been audited.
- Audited courses do not fulfil programme requirements.
- Audited courses may be repeated for a grade and for credit.

I have read the regulations regarding auditing a course at BTVI and agree to the conditions.

Signature: _____ **Date:** _____

FOR OFFICIAL USE ONLY

Student registered for: _____ _____
                        Course Abbrev & Code   Course Title

Semester: ○ Fall   ○ Spring   ○ Summer   Year: _____

Professional Development Coordinator's Signature: _____ Date:_____

Policy on Auditing a Course