

AUDITING A CLASS

NAME _____

Those wishing to audit a class must adhere to the following guidelines:

- A) Underclassmen (9-11th grades) are able to audit only their 7th class. They must have a full schedule.
- B) Seniors are able to audit their 6th class and still have a study hall if they have enough credits without that 6th class to graduate.
- C) Students are able to audit only one class each semester
- D) Students auditing a class will receive credit for the class and the grade will appear on his/her transcript. The audited grade will not be figured into his/her grade point average.
- E) Students are not able to audit a class needed for graduation. The audited class must be above and beyond requirements. Example: Students cannot audit biology because it is needed for graduation.
- F) Students are able to remove their audit up until two weeks before the semester grades are issued.
- G) Students must fill out an auditing form and attach it to their registration form. Auditing will be limited to 25% of any given class.

Class to be audited _____

of classes enrolled in _____ (to be filled out by counselor)

Total credits to date _____ (to be filled out by counselor)

Please indicate which semester: SEMESTER 1 SEMESTER 2

Grade level 9 10 11 12 ▶▶ ***** A new audit form needs to be submitted each semester*****

Date _____

Parent Signature _____

Counselor Signature _____

AUDIT FORMS MUST BE TURNED IN TO THE GUIDANCE OFFICE 10 DAYS AFTER THE FIRST DAY OF EACH SEMESTER