



## Office of the Registrar Audit Request Form

Students at Kennesaw State University can request to audit one or more courses in a term for a V (Visited) grade. Courses that have an audit status carry the same tuition/fees as those taken for credit. This grade will have no effect on a student's GPA and cannot be changed to another grade in the future. This form must be submitted to the Office of the Registrar no later than the close of Add/Drop for the term. Changes in an audit status cannot be made after the close of Add/Drop ([please see academic calendar](#)).

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

KSU ID: \_\_\_\_\_ Net ID: \_\_\_\_\_ @students.kennesaw.edu

Semester Requested:  Fall  Spring  Summer Year: \_\_\_\_\_

You must be registered for the course(s) before the grade mode will be changed to audit. Please list the course(s) below that you would like to audit.

CRN#	Course Subject & #	Section	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you receiving financial aid?:  Yes  No

Are you receiving VA benefits?:  Yes  No

If you answered "Yes" to either of the above questions, you must obtain the appropriate signatures before this form will be processed.

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VA Certifying Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Office of the Registrar, email [registrar@kennesaw.edu](mailto:registrar@kennesaw.edu), Marietta, building B or Kennesaw Hall, Rotunda. Student will be notified via their KSU student email account once a decision has been made on the audit request.

### Office of the Registrar Use Only

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_