



# Change to Audit Form

**Records Office**  
1601 Washington Rd.  
Westminster, MD 21157  
410-386-8440 FAX 410-386-8446

Students who audit are required to attend class. Faculty will describe the required level of participation in course activities (i.e. lecture, laboratory, field trips, etc.), below. Students may complete assignments (except for tests and the final exam) in accordance with instructor guidelines and due dates. Assignments completed by the due date will be graded by the faculty.

For students who do not meet the requirements outlined below, the instructor will change their grade from AT (audit) to W (withdraw) before the term's final grades are posted.

Student Data	
Carroll ID# _____	
Name _____ (Please Print) (First/Chosen) (Middle Initial) (Last)	
Term _____	
Course _____ Course Section (example: SPAN-100-01)	
Instructor: Please provide clarification of participation requirements for maintaining an audit (i.e. attend lecture, laboratory, field trips, etc.):	
Instructor's Signature _____	Date _____
Student's Signature _____	Date _____
For Records Office Use Only	
Processor's Initials _____	Date _____