

## **KRANNERT GRADUATE COURSE AUDIT PROCEDURES**

**\*Krannert Students are not allowed to audit Master's program classes.**

### **Auditing a class outside of Master's program classes:**

#### **Currently enrolled students wishing to change from credit to audit:**

1. Students should follow the course audit dates as described in the Registrar's Schedule Revision (Add/Drop) Calendar.
2. Fill out the audit form (Registrar Form 70) for the requested class
3. Secure the signature of the instructor for the class
4. Secure the signature of your Academic Advisor (Degree-seeking students only)
5. Take audit form to the Registrar' Office, Hovde Hall Room 45
6. The Office of the Registrar will register the student in the appropriate class
7. All financial obligations must be resolved no later than the Friday of the second week of classes
8. The student will receive a grade of AU (audit) at the end of the semester

#### **Students not currently enrolled who wish to audit a class:**

1. Students should follow the course audit dates as described in the Registrar's Schedule Revision (Add/Drop) Calendar.
2. You must be admitted as a Purdue graduate student, either degree seeking or non-degree seeking (post baccalaureate), to register for classes. To proceed with registration, submit the online Graduate School Application. You may wish to email [KrannertMasters@purdue.edu](mailto:KrannertMasters@purdue.edu) for instructions on completing the non-degree application.
3. After admission, the student will need to visit the Office of the Registrar in Hovde Hall Room 45 to obtain an audit form.
4. The student must obtain the signatures of the professor(s) teaching the class(es) as well as their academic advisor if one has been assigned.
5. The student should submit the completed audit form to the Registrar's Office, Hovde Hall Room 45 for processing.
6. The student will be assessed fees per credit hour.
7. The student will receive a grade of AU (audit) at the end of the semester