

Course Audit Procedure

It is permissible for students to take a course on an audit status at Kaukauna High School. An audit means that the student will receive a grade of AUD or audit in the class and the class will not affect their graduation status or grade point average. If a student and his or her parent or guardian elects to take a class as an audit, the student will be responsible to complete all assigned work in the class including but not limited to homework, tests and quizzes. A course taken on an audit status will count toward a student maintaining full time status as long as the student is attending and maintaining a good faith effort completing all assigned work. There must be space available in the class for all students that are taking the course as a credit-bearing course before any auditing students will be allowed. A student who is currently in a class and elects to audit the class must submit this form to their counselor no later than 12 school days into the trimester. A student may not audit more than one credit in a school year. Any requests to audit a course after 12 days into the trimester may not be honored.

_____ Student Name	_____ Student ID	_____ Today's Date
_____ Course Name		_____ Course Number

Reason for audit request:

I give permission for the student named above to audit the course named above and understand and agree by the aforementioned stipulations.

_____ Parent Signature	_____ Teacher Signature
_____ Counselor Signature	_____ Administrator Signature