

EMAIL TEMPLATE FOR REQUEST TO AUDIT

All request must be sent to registration@louisiana.edu

Note: The Office of the University Registrar should only receive one email from the final approver.

From: -----@louisiana.edu

To: registration@louisiana.edu

Cc:

Bcc

Subject: **FA20 Request to Audit - C00000000**

STUDENT INFORMATION

ULID: C00-----

NAME: First Name | Middle Initial | Last Name

TERM: Fall 2020

STUDENT INITIATED DATE: 00-00-2020

COURSE INFORMATION

CRN - Subject - Course Number - Section Number (Ex: 20000 SUBJ 100-001)

Please change the above student's registration status to audit for the course(s) identified in this request.

Approvers

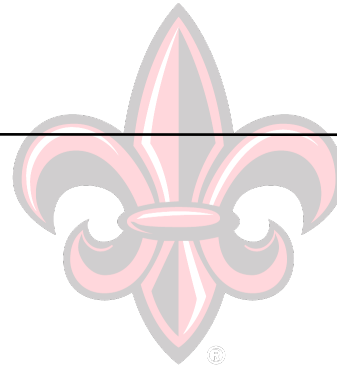
Student's Academic Dean

Instructor

Department Head of the Course

Academic Dean of the Course

Date Approved: XX-XX-2020



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Additional Information Regarding Audit Request:

- Student must be registered for the course before audit request can be processed.
- Student is still assessed regular tuition and fees for an audited course.

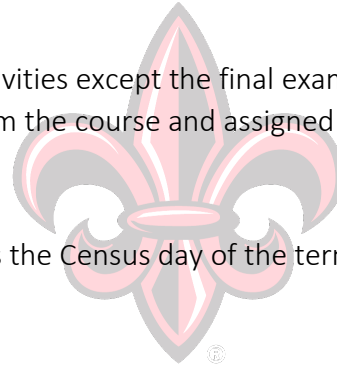
Graduate Students

The deadline for changing registration from credit to audit or vice versa, is the same as the last day to drop a course with a "W." This date can be found on the Academic Calendar.

An auditor is expected to participate in all classes/course activities except the final examination. An auditor who does not attend all classes/participate in all course activities will be dropped from the course and assigned a grade of "W."

Undergraduate Students

The deadline for changing registration from credit to audit, is the Census day of the term/part of term. This date can be found on the Academic Calendar



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