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**SBES Policy on Auditing Graduate Courses:**

An audit requires the approval of the instructor and the student's graduate advisor. Auditing of laboratory work is not permitted. Any student wishing to audit a BMES class must use the form below to obtain permission. At WFU registration for an audit requires instructor permission through use of the form below. VT students who sign up online for an audit during DROP/ADD will be dropped from the class rolls. Readmission to the class is then obtained by submitting the form below to the SBES Graduate Coordinator.

Registration for audit may not be changed to credit, or vice versa, after the last day to add classes, without the signature of the instructor, student's major advisor, and the Dean of the Graduate School. At the end of the course period, the instructor will determine if an audit is "satisfactory" or "unsatisfactory" based on participation and other expectations set forth at the beginning of the course period (see form). Unsatisfactory audits will not appear on transcripts.

**NOTE: Students will not be allowed to register for credit in any course previously audited.**

**BMES Audit Request Form**

**NOTE: Students should read the policy on Auditing in the Graduate Catalogs of each campus before submitting this form for information regarding charges for audited classes. Audits of BMES classes must be established through this process. Audits will be added to classes based on seat availability.**

Name: \_\_\_\_\_ VT ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Degree Program: \_\_\_\_\_ Major (dept): \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Expected Graduate Date: \_\_\_\_\_ A/F credit hours  
this semester: \_\_\_\_\_

**Audit Class(es) requested this semester:**

CRN#	Course #	Course Title	Instructor	Instructor's Signature:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Instructor Expectations for Satisfactory Participation:**

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance:<br>Must attend at least _____% of classes.<br>N/A: _____(check if doesn't apply) | <input type="checkbox"/> Homework:<br>Must submit _____% of assignments<br>N/A: _____(check if doesn't apply) |
| <input type="checkbox"/> Quizzes/Exams:<br>Must take _____.<br>N/A: _____(check if doesn't apply)                     | <input type="checkbox"/> Other: (special projects, etc)<br>Must _____<br>N/A: _____(check if doesn't apply)   |

Special Conditions: \_\_\_\_\_

Faculty Advisor's Name: (please print)  
\_\_\_\_\_

Faculty Advisor Approval Signature:  
\_\_\_\_\_

Sign-off by Graduate Coordinator:  
\_\_\_\_\_

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