



# AUDIT REQUEST

3028 Lindbergh Avenue  
Bellingham, WA 98225  
Registration: 360.752.8350  
Email: registration@btc.edu  
Website: www.btc.edu

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state and federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, tax credits, academic transcripts, assessment or accountability research.

STUDENT ID NUMBER (SID)	BIRTH DATE
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DATE	STUDENT LEGAL NAME: LAST	FIRST	MIDDLE
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*I would like to change the following course from a **graded course to an audit course**:*

QUARTER, YEAR	ITEM NO.	START DATE	COURSE TITLE
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**Audit is used for continuing education courses only and must be requested and submitted to Registration by the student *prior to the end of the second class session*. The Audit grade is not used for programs, nor will it meet any requirements for degrees or certificates. The grade "AU" for audit is posted on the transcript and no credit is awarded. The student must pay full tuition and fees.**

Reason to request an exception to the Audit grade policy (write a brief explanation):

Received Date/Initials	Approved Date/Initials	Entered Date/Initials
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Student Signature: \_\_\_\_\_

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call (360) 752-8354.