

**COLLEGE OF WILLIAM AND MARY**  
SCHOOL OF MARINE SCIENCE / VIRGINIA INSTITUTE OF MARINE SCIENCE

**AUDIT REQUEST FORM**

**STUDENT INFORMATION**

FIRST NAME	LAST NAME	BANNER ID	PROGRAM
SEMESTER OF AUDIT	YEAR	DEPARTMENT	

**COURSE REGISTRATION**

DEPT.	COURSE NO.	SECTION NO.	COURSE TITLE	CRN	CREDIT HRS

**PLEASE ENROLL ME IN THE COURSE LISTED ABOVE. I TAKE FULL RESPONSIBILITY FOR DROPPING THIS COURSE IF I DECIDE IT DOESN'T FIT INTO MY SCHEDULE.**

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STUDENT SIGNATURE

\_\_\_\_\_

DATE

- 1) OBTAIN SIGNATURE OF COURSE INSTRUCTOR(S).
- 2) OBTAIN SIGNATURE OF MAJOR ADVISOR(S) – ONLY APPLICABLE IF YOU ARE A SMS DEGREE-SEEKING STUDENT.
- 3) RETURN FORM TO SMS GRADUATE REGISTRAR'S OFFICE, WATERMEN'S HALL 253 OR SUBMIT ELECTRONICALLY TO [REGISTRAR@VIMS.EDU](mailto:REGISTRAR@VIMS.EDU)

**Please Note:** Your instructor will assign the grade "O" for a successful audit and the grade "U" for an unsuccessful audit. To ensure successful completion of the course in this status, please discuss expectations with the instructor.

Grades for courses taken on an audit basis will become a part of your record and will appear on your William and Mary transcript. If you decide to withdraw from the course *after the last day to drop*, you must notify the instructor and submit an add/drop form to the SMS Graduate Registrar for approval by the Associate Dean of Academic Studies. **Students who stop attending and fail to withdraw officially will receive the grade "U".**

APPROVALS		
INSTRUCTOR NAME	SIGNATURE	DATE
CO-INSTRUCTOR NAME (IF APPLICABLE)	SIGNATURE	DATE
MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE
VIMS/SMS REGISTRAR	SIGNATURE	DATE

OFFICE USE ONLY:  
FORM RECEIVED: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  BANNER  NOTIFIED STUDENT