

Audit requests require instructor approval.
Please send completed petition to ini-academic@andrew.cmu.edu.
This form should not be used when requesting a voucher.

Audit, Pass/No Pass, Withdrawal

STUDENT INFORMATION

Student Andrew ID:

Student Name:

Last/Family, First and/or Preferred, MI

Degree:

Faculty Advisor:

Date:

mm/dd/yyyy

COURSE INFORMATION

Course Name and Number: _____ Audit, Pass/No Pass or Withdrawal: _____

If requesting audit or pass/no pass, please list your planned course schedule and total units including audit or pass/no pass course:

Reason for wanting to audit or pass/no pass or withdraw:

Courses taken for audit or pass/no pass cannot count towards degree requirements. Courses taken for audit or pass/no pass can only be taken in addition to the minimum 36 units of courses required towards your degree every semester. A course taken as audit or pass/no pass will be counted in total units and anything above 48 units will require an additional petition to overload. Students requesting to audit or pass/no pass should include the applicable registrar form when submitting their petition.

INI ACADEMIC AND STUDENT SERVICES USE ONLY:

Approved

Approved with the following conditions:

Denied for the following reason:

INI Academic Advisor Committee Decision Date:

Processed by:

Academic Advisor:

Signature

- Approve
- Deny

Date: _____

mm/dd/yyyy

INI Director:

Print/Type Name

Signature

- Approve
- Deny

Date: _____

mm/dd/yyyy

Reviewed by Committee/
Advisor/Director

Notified student

Updated Stellar record

Saved e-copy in student
file

Recorded in petition
database