LEEWARD COMMUNITY COLLEGE

Request to Audit a Course

Auditors enroll for informational instruction only and may register for classes only with the approval of the instructor. An “L” grade will be recorded on your permanent academic record and transcript. Although no credits are earned for courses audited, regular tuition and fees must be paid by the auditor.

TO AUDIT A CLASS:

From your hawaii.edu account, send the instructor your request to their hawaii.edu account. Your email to the instructor should include:

- Subject Line: Request to Audit a Class
- Reason for wanting to audit the class
- CRN
- Course Alpha and Course Number

Once the instructor sends you an email approval to your hawaii.edu account, FORWARD the email thread between you and the instructor to the Admissions and Records Office (leeapply@hawaii.edu) by the deadline (see academic calendar) with the following additional information:

- Make sure you FORWARD your email thread between you and the instructor
- Subject: Request to Audit a Class

In the body of your email please include:

- Your Full Name
- Student ID Number
- CRN
- Course Alpha and Course Number

By submitting the above information to the Admissions and Records Office, I understand that:

1. An “L” grade will be recorded on my academic transcript and no academic credit will be earned.
2. A $5.00 registration fee will be charged to my account.