Carnegie Mellon University
Information Networking Institute

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/Fail, 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/Fail or Withdrawal: _____

If requesting audit or pass/fail, please list your planned course schedule and total units including audit or pass/fail course:

Reason for wanting to audit or pass/fail or withdrawal:

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 with 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: _____   ☐ Approve   Date:_____
                              Signature   ☐ Deny   mm/dd/yyyy

INI Director: _____   ☐ Approve   Date: _____
          Print/Type Name   Signature   ☐ Deny   mm/dd/yyyy

Reviewed by Committee/Advisor/Director   Notified student   Updated Stellic record

Saved e-copy in student file   Recorded in petition database