

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:

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Courses taken for audit or pass/no pass cannot count towards degree program 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. If you request to audit or pass/no pass you should include the applicable registrar form when submitting your petition.

### 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:

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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

INI ACADEMIC AND STUDENT SERVICES CHECKLIST:

Reviewed by Committee/ Advisor/Director

Saved e-copy in student file

Notified student

Recorded in petition database

Updated Stellic record