Kawaihuelani Academic Policy (Effective 1 April 2010)

Students requesting to audit any course in Hawaiian Language (HAW) may only audit a course offered at the 100-200 levels. In general, HAW courses offered at the 300-400 levels are ineligible for audit. Students may only audit one (1) course per semester. Students must submit the official University of Hawai‘i at Mānoa Approval Form and abide by the university policy regarding course audits.

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>CRN</th>
<th>Credit Hours</th>
<th>Grading Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample: HAW</td>
<td>100</td>
<td>001</td>
<td>12345</td>
<td>3</td>
<td>Audit</td>
</tr>
<tr>
<td>HAW</td>
<td></td>
<td></td>
<td></td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

Course Day(s): [M] [T] [W] [R] [F]

Semester: [Fall] [Spring] [Summer]

Year:

If approved, I will be changing from _________ to _________ credit hours.

Student Signature ________________________________ Date ____________________

Faculty/Instructor Name ________________________________ Date ____________________

Office Phone

UH Email

This request to audit the above course is: [ ] Approved [ ] Not Approved

Instructor Signature ________________________________ Date ____________________

Academic Advisor Name Dr. Kamuela Ka‘ahanui

Office Phone 808.956.7637

UH Email kukakuka@hawaii.edu

This request to audit the above course is: [ ] Approved [ ] Not Approved

Advisor Signature ________________________________ Date ____________________

(Required after the Add or Change Grading Option periods or if exceeding credit limits)

College/School Remarks:

Records Staff Use ____________________ Date ____________________
University of Hawai‘i at Mānoa

Instructions for Audit Approval Form

This form is not for Outreach College Courses (Summer Session and Extension Terms)

A. To audit a course, students must obtain permission from the instructor. This form requires (in this order):
   1. Instructor’s approval, signature and date
   2. Academic Advisor’s approval, signature and date
      a. When the deadline to Add courses or changing grading option has passed.
      b. If you are exceeding the credit load allowed for your student classification, you must obtain approval from your Academic Advisor (19 credits for undergraduates and 16 credits for others).

B. Credits taken for audit do not count towards full-time/part-time status for academic purposes.
C. These credits are included in your total credit load for the semester for tuition purposes.
D. Auditors do not take course examinations and receive no academic credit.
E. The audited course will appear on your transcript with the “L” grade.
F. HOLDS will prevent you from making changes to your registration. View the “Check My Registration Status” link on MyUH to ensure that all holds have been cleared.
G. By the deadline for adding classes or changing grading options, submit the completed Audit Approval Form to:
   Records Service Window
   Queen Lili‘uokalani Center for Student Services
   Room 010
   Hours: Mondays to Fridays, 8:00 am to 4:00 pm (excluding holidays)
   Valid photo ID required.

H. Please refer to the current Schedule of Classes or UH Mānoa Registration Homepage for specific dates and additional information.

REMININDERS

- **HOLDS** must be cleared before changes can be made to your registration. View the “Check My Registration Status Link on MyUH for any holds on your account.
- **AUDIT** must be an acceptable grading mode for the course. Check with the department or school offering the course.
- **INSTRUCTOR’S** approval, signature and date are required.
- **ADVISOR’S** approval, signature and date are required (when the deadline to Add courses or changing grading option has passed). Call 808.956.7637 or email kukakuka@hawaii.edu for more information.
- **ADVISOR’S** approval, signature and date are required if you are exceeding the credit load allowed for your student classification, you must obtain approval from your Academic Advisor (19 credits for undergraduates and 16 credits for others).