ARTS, SCIENCES AND ENGINEERING
Wendi B. Heinzelman
Dean of Graduate Studies

UNIVERSITY of ROCHESTER

ARTS, SCIENCES AND ENGINEERING
REQUEST FORM FOR AUDITING A COURSE

Audit of a course within Arts, Sciences and Engineering, related to a degree program is permitted for full-time and part-time graduate students, when approved by the student's faculty advisor, the course instructor(s), and the Dean of Graduate Studies.

There is a fee for this, but this fee is covered by the Dean's Office (for up to 1 course per semester) provided the student petitions to audit the course (via this form, signed by the student's faculty advisor and the course instructor) before the end of the Add/Drop period. After the end of the Add/Drop period, the student must submit, in addition to this form, a 506 form for payment of the auditing fee, charged to the Dean's office.

The audited course will appear on the student's transcript provided the student attends throughout the course. Students who wish to receive credit for such a course may do so by (1) changing the registration in the office of the graduate registrar prior to the end of the sixth full week of classes in a given semester, and (2) paying the required tuition for the course.

NOTE THAT ONCE A COURSE HAS BEEN AUDITED, IT CANNOT BE TAKEN AGAIN FOR CREDIT WITHOUT PRIOR APPROVAL OF THE DEAN OF GRADUATE STUDIES.

STUDENT NAME **URID#**

DEPARTMENT/PROGRAM **DEGREE** **DATE**

COURSE NUMBER AND TITLE **CRN**

ADVISOR'S ENDORSEMENT

INSTRUCTOR'S PERMISSION

OFFICE USE ONLY

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