

**ARTS, SCIENCES AND ENGINEERING  
POLICY AND 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 (1) the student's faculty advisor, (2) the course instructor(s), and (3) the Dean for 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 before the end of the Add/Drop period.

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 repeated for credit without prior approval of the Dean of Graduate Studies.

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**STUDENT NAME** **URID#**

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

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**COURSE NUMBER AND TITLE** **CRN (from course schedule)**

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**ADVISOR'S ENDORSEMENT**

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**BASIS FOR AUDITING THIS COURSE**

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**INSTRUCTOR'S PERMISSION**

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| <b>DEAN'S OFFICE USE ONLY</b>            |
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| <b>APPROVED TO REGISTER WHEN STAMPED</b> |

**BURSAR'S OFFICE**

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