



**ARTS, SCIENCES AND ENGINEERING  
REQUEST FOR AUDIT FEE WAIVER for PhD STUDENTS**

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 course instructor. **There is a fee to audit a course that is not covered by tuition scholarship.** PhD students may petition to have this fee covered by the Dean's Office. The petition to cover the audit fee must be submitted 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.

\_\_\_\_\_  
**Student Name** \_\_\_\_\_  
**URID#**

\_\_\_\_\_  
**Department/Program** \_\_\_\_\_  
**Degree**

\_\_\_\_\_  
**Course Number and Title**

\_\_\_\_\_  
**CRN (from course schedule)** \_\_\_\_\_  
**Term**

\_\_\_\_\_  
**Advisor's Endorsement**

\_\_\_\_\_  
**Basis for Auditing this Course**

\_\_\_\_\_  
**Instructor's Permission**

<b>DEAN'S OFFICE USE</b>
Fee waiver approved when stamped.

**GSO USE**

Option: \_\_\_\_\_

FW: \_\_\_\_\_

Ref: \_\_\_\_\_

DISTRIBUTION: GSO \_\_\_\_\_ DEPARTMENT \_\_\_\_\_