

OFFICE OF THE REGISTRAR

Request to Audit a Course

- 1. A student may audit no more than one course a semester.
- 2. Only lecture type, open courses may be audited.
- 3. A student must have a minimum GPA of 3.0.
- 4. The instructor and Dean must approve the request before it is submitted to the registrar.
- 5. The student must attend the course regularly and must complete such work and take such examinations as determined by the instructor.
- 6. A grade L (= listener) will be listed on the student's permanent record if the student attends regularly and meets the other conditions set by the instructor. If the student does not attend or meet the requirements, the grade will be W (= withdrew without penalty).
- 7. An audited course does not count in the student's work load.
- 8. No credit is given for an audited course, and it fulfills no requirements or prerequisites.
- 9. An audited course cannot be taken for credit at a later date.
- 10a. Undergraduate students: There is no registration charge or tuition fee for full-time students. Part-time students will be charged tuition equal to that of a one credit course
- 10b. Graduate students: Please consult with your program's catalog for course audit information and the Office of Student Finance website for tuition and fee information.

I request to audit: ☐ Fall ☐ Spring ☐ Summer 2	20		
CRN Dept/Program Course # Section	Title	Instructor	
Name			
Phone	YU Email		
Class (Choose): Fr So Jr Sr	Major		
Student's Signature		Date	
Approval by Instructor: Approved Rejected			
Instructor's Signature		Date	
Action by Dean: Approved Rejected	Signature		
Remarks:		Date	
	FOR OFFICE USE ONLY		
Registrar's Office			
Processed by: Signature		Date	

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