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 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.
10. 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.

I request to audit: ☐ Fall ☐ Spring ☐ Summer 20___

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course #</th>
<th>Section</th>
<th>Title</th>
<th>YU ID #:</th>
<th>Instructor</th>
</tr>
</thead>
</table>

Name: ____________________________

Mailing Address: ____________________________

Phone: ____________________________ Email: ____________________________

Class (Choose) ☐ Fr ☐ So ☐ Jr ☐ Sr Major: ____________________________

Student’s Signature: ____________________________ Date: ____________

Approval by instructor: ☐ Approved ☐ Rejected Signature: ____________________________ Date: ____________

FOR OFFICE USE ONLY

Comments by Registrar: ☐ Average OK ☐ Course Open Signature ____________________________ Date: ____________

Remarks: ____________________________

Action by Dean: ☐ Approved ☐ Rejected Signature ____________________________ Date: ____________

Remarks: ____________________________

Office of Student Finance: Payment received (required only for part-time students)

Amount Paid $ ____________________________ Signature ____________________________ Date: ____________

Audit Request Processed by: Signature ____________________________ Date: ____________

Updated 12/16/2020