



Registrar's Office (East Falls)  
Email: [TJU\\_EF\\_Registrar@jefferson.edu](mailto:TJU_EF_Registrar@jefferson.edu)

## Request for Permission to Audit a Course

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Campus Key #: \_\_\_\_\_ Term: FL  SP  SM  Year: \_\_\_\_\_

Course Title and #: \_\_\_\_\_ Section #: \_\_\_\_\_

Instructor: \_\_\_\_\_

A student who wishes to attend a course regularly, but does not wish to receive credit for the course, may request permission to audit from the Manager of Academic Operations of the College in which the course is offered. The MAO will, in turn, obtain permission from the faculty member. Students are expected to meet the requirements for auditors, which are established by the faculty member teaching the course. A notation of "AU" will be posted on the transcript. Tuition and fees to audit the course are the same as those when taking the course for credit. Students must register for an audit course the same way they would for any other, fill out a "Request for Permission to Audit a Course" form requesting permission to audit, and **MUST** return the completed form by the **last day to Add** (See Academic Calendar). Audited courses cannot be applied toward degree requirements.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager of Academic Operations*

\_\_\_\_\_  
*Date*

**Processing:** Present the completed form to:  
Email: [TJU\\_EF\\_Registrar@jefferson.edu](mailto:TJU_EF_Registrar@jefferson.edu) or  
Thomas Jefferson University, Registrar's Office (East Falls)  
4201 Henry Ave. Archer Hall, Philadelphia, PA 19144 Fax: 215-951-2742

\_\_\_\_\_  
*Date Received in Registrar's Office*

\_\_\_\_\_  
*Date Processed by Registrar's Office*