

Request for Permission to Audit a Course

Student's Name: _____

Date: _____

Student's Campus Key: _____

Term: ☐ Fall ☐ Spring ☐ Summer

Course Title and Number: _____

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 (MAO) 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: _____

Please send completed form to Registrar's Office: TJU_EF_Registrar@jefferson.edu or 102 Tuttleman

Date Received by Registrar's Office: _____

Date Processed by Registrar's Office: _____