



Request to Audit a Course

Auditing a course is attendance in a course without receiving academic credit or a grade. Participation in course activities is at the discretion of the course instructor and must be communicated prior to auditing. A student wishing to audit a course is required to complete this form, obtain permission from the Director, Office of Academic Affairs, and pay all regular course fees. The form must be submitted prior to the start of the term in which the student wishes to audit a course. Permission is based on course availability and is at the discretion of the Director, Office of Academic Affairs. The registration for any course may not be changed from audit to credit or vice versa after the Drop/Add period. Auditing is only available to non-matriculated students.

Student Information

Student Name _____ Campus Key: _____

Email: _____ Phone: _____

Course Information

Course Number and Title: _____

Term: _____ Instructor: _____

To protect the integrity of the class, the Jefferson College of Population Health does not generally approve requests to audit courses. Please provide a compelling justification as to why your request should be accepted, particularly in comparison to registering as a non-matriculated student.

Signatures

Student (Signature) _____ Date _____

Request Approved

Request Denied; Reason: _____

Director, OAA (Signature) _____ Date _____