



Application to Audit a Course

STUDENT INFORMATION:

Student ID: @ _____ Undergraduate Graduate (Check One)

Name: Last _____ First _____ M.I. _____

Local Address: _____
Street City State Zip Code

Phone Number: _____

I request permission to AUDIT a course during the following:

Term: (Check One): Fall 20____ Wintersession 20____ Spring 20____ Summer 20____ Session ____

AUDIT is requested for the following course:
NOTE: Audited courses are **NOT** eligible for financial aid.

CRN	Subject	Course No.	Section	Course Title	Instructor's Name
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Student Signature: _____ Date: _____

My signature attests to the fact I have read and understand the policy for auditing a course.

SIGNATURES OF APPROVAL:

Student's Advisor Date

Instructor of the Course to be Audited Date

OFFICE USE ONLY:

Audit Recorded by: _____ Completion Date: _____

Mail or Fax Completed Form to: **Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501**
Or Email: **records@edinboro.edu**

continued

Application to Audit a Course, Cont.

Policy for Auditing a Course

1. Edinboro University undergraduate students may audit undergraduate courses, and Edinboro University graduate students may audit undergraduate or graduate courses. Auditing involves participation in a course without accountability for credit purposes.
2. Students must have the approval of their academic advisor and the instructors of the courses to be audited.
3. An audited course will not be counted as part of the student's academic load and no credit will be received. Audited courses will be recorded on student transcripts as "AU".
4. Students scheduling for audits will be given lowest priority for seat availability.
5. After the expiration of the "add" period, students may not change audit status to credit or credit to audit.
6. Students must pay the Bursar's office the established course credit tuition and fees for auditing courses.
7. Students age 62 or older will receive full tuition and fee waiver for courses taken for audit only. The tuition and fee waiver does not apply to courses taken for college credit. Sundry charges, as defined in the catalog, will apply as appropriate. Students must work directly with the Registrar and are scheduled for classes one week prior to the start of the semester/term based upon seat availability.
8. Petitions for credit by competency examinations will not be honored for courses audited by students.
9. Undergraduate special and degree seeking students are permitted to audit 30 semester hours of credit. Graduate special and degree seeking students are permitted to audit a maximum of 9 semester hours of credit.