

Arcadia University
Office of the Registrar

Request to Audit Courses

Student Name: _____ **Arcadia ID:** _____

Student's Email Address: _____

Policy:

Full-time students can audit courses with the approval of the faculty adviser and permission of the instructor. Courses audited are recorded on the student's permanent record and receive a final grade of "AU". Part-time students may request to audit one or two courses during regular semesters for a fee. Persons 60 and older may audit courses for a fee, and registration is completed through the Beaver College of Undergraduate Studies. Alumni may be eligible for a special audit rate. Contact Alumni Relations for more information.

Auditing is on a non-participating basis unless other arrangements are made between the student and the instructor.

Auditing is unavailable during the University's Summer Sessions.

One course per form.

Year	Term	Course Code	Section	Course Title	Day	Time	Credits

Student's Signature: _____ Date: _____

NOTE: *The advisor and instructor's signature are required to audit each course.*

Advisor's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Please submit completed form to the Registrar's Office, Taylor Hall, Room 103.

<p>APPROVED IF SIGNED: <i>(signature required only after the drop/add period ends)</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Dean Date</p>	<p>APPROVED IF SIGNED: <i>(signature required only after the drop/add period ends)</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Department Chairperson Date</p>
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