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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Day</th>
<th>Time</th>
<th>Credits</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>APPROVED IF SIGNED: (signature required only after the drop/add period ends)</th>
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</thead>
<tbody>
<tr>
<td>Dean Date</td>
<td>Department Chairperson Date</td>
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