

# Audit Course Form

## AUDIT COURSE TERMS & CONDITIONS

I understand the following regulations apply when a course is audited:

- Non-Stern students may not audit Stern MBA classes.
- The request must be submitted before the official last day to add the class. (Generally, one week. Please check with Records & Registration for exact dates.)
- This is not applicable to a Winter Intensive Module or a Late Summer Module course.
- This is not applicable to a "free course".
- I have secured the permission and signature of the professor who is teaching this course.
- I must pay all tuition and fees for the course within 2 days of registration.
- Tuition and fees for audited courses are calculated per-credit. Contact Bursar for details.
- The course does not count toward my degree, major, credits earned or GPA, but will be indicated on my transcript as an audited class (a grade of "R").
- Once I submit this request it cannot be revoked.
- I cannot take the course again for credit and a grade.

\_\_\_\_\_ *Your Signature* \_\_\_\_\_ *Date*

PLEASE PRINT CLEARLY.

STUDENT INFORMATION		
Name: (Last, First, M.I.)	Student ID #: <b>N</b> _____	
Local Phone No.:	E-mail:	
COURSE INFORMATION		
Term & Year: (check <input checked="" type="checkbox"/> & write year) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	Course & Section #:	
Course Title:		
Professor's Name:	Professor's Signature:	Date:

OFFICE USE ONLY	
1)	Date: ____/____/____
2)	AIS Update: ____/____/____
3)	Staff Initials: _____
4)	Copy to: <input type="checkbox"/> Bursar <input type="checkbox"/> Student File