

COURSE AUDIT REQUEST

Student's Degree Program _____

Student's First Name _____

Student's Last Name _____

Student ID/OASIS # _____

Intended Course to be Audited (Course Number and Name)

Intended Semester and Year of Audit _____

Graduate students may audit undergraduate courses that enhance their academic and creative experiences in their graduate program. Please provide your rationale for auditing:

- I am aware that I am responsible for paying an auditing fee and any supplemental instructional resource fees associated with this particular course (if applicable).
- I am a degree-seeking student (students at large are ineligible).
- I understand that I cannot be on academic probation during the semester in which I plan to audit this course.
- I have read the information about auditing in the [Graduate Academic Policies and Procedures](#) manual about the process, my responsibilities, eligibility, cost, etc.

Student Signature

Date

APPROVALS:

If the director approves, the student must then seek approval (in this order) from the chair of the department in which the course is housed and the instructor of the course. Auditing opportunities are subject to availability of facilities, equipment, and seats in the class. The instructor may delay a decision until regular enrollment in the course is

determined for the semester, but should notify the student before the “add” deadline for the term in question. When the director’s, chair’s, and instructor’s approvals are obtained, the Registrar will register the student. Students auditing coursework must be officially registered.

GRADUATE PROGRAM DIRECTOR

I approve I do NOT approve

Graduate Program Director Signature

Date

CHAIR

I approve I do NOT approve

Do the facilities and equipment allow for an additional student above the class cap?

Yes No

Signature of Chair of Department in which Course is Housed

Date

INSTRUCTOR

I approve I do NOT approve

Signature of Instructor Teaching the Course

Date

Student, please email the completed form to registrar@colum.edu upon obtaining all necessary signatures.