



# COURSE AUDIT REQUEST GRADUATE LEVEL

RRAUD

Loyola University Chicago, Registration and Records  
820 N. Michigan STE 504, Chicago, Illinois 60611  
(ph) 312-915-7221 ~ (fax) 312-915-6452  
[www.luc.edu/regrec](http://www.luc.edu/regrec)

This form must be given to the student's dean for submission to the Office of Registration & Records. This request will be processed only if it comes directly from the student's dean.

Student's Name\*: \_\_\_\_\_ Today's Date: \_\_\_\_\_

LUC Student ID #\*: \_\_\_\_\_ Student's email: \_\_\_\_\_ @luc.edu

\*Student's Signature: The student by entering his or her name and ID# above has "signed" this form and is fully aware of the rules governing the auditing of a class.

Academic Career (School): \_\_\_\_\_ Program: \_\_\_\_\_

TERM: Fall Winter Spring Summer YEAR taken: \_\_\_\_\_ (or 4 numeral term code)

Course Title: \_\_\_\_\_

| Subject. | Course Number | Section Number | Term Hours |
|----------|---------------|----------------|------------|
|          |               |                |            |

Example: ACCT 201 002 3

In Addition to this course the student is taking taking \_\_\_\_\_ credit hours. A review of the student's total term hours indicates that auditing this course does does not impact his or her status registering for this course as an audit. (see 4 & 5 below)

Comments helpful to this request (the body of your email may be used to provide additional information):

## AUDITING OF GRADUATE LEVEL COURSES, RULES

- In order to audit a course, a Graduate School student must (1) complete this entire form, (2) receive approval from the program/department offering the course, and (3) submit this form to the Graduate School.
- The completed form must be received by the Graduate School by the end of the second week of the semester or by the end of the first week of the summer or intersession term.** The Graduate School will not approve a request received after the deadline.
- Once a course is converted to "audit" for a student, it will not be re-classified as a "for-credit" course (i.e., **a course that is being audited may not at any time be counted as credit hours completed toward degree requirements**).
- The tuition rate for audited courses is 50% of the regular (for credit) tuition rate (see the university's Schedule of Classes for information on tuition and fees). Students will be billed for the full amount and then receive an adjusted statement. **In order to avoid payment fees, students must pay 50% of the full tuition upon receipt of the first bill.**
- The decision as to whether to designate particular graduate courses as open to auditors is made by the program/department offering the course.
- Completion of this form does not constitute registration for the course; the student is responsible for registering for the course via the university's registration system and must do so prior to the late registration deadline to avoid a late registration fee.
- Class attendance is required, and auditors have a right to participate in class discussions. A grade of AU indicates satisfactory attendance; a grade of W will be assigned in cases of unsatisfactory attendance. Auditors do not complete course papers, examinations, or other assigned projects.
- A course that is audited does not count as hours attempted, and therefore is not considered in determining a student's enrollment status (i.e., whether the student is classified as full or part-time) and is not eligible for coverage by a tuition scholarship.

**Dean's Approval.** Please make certain the student has supplied all the information in the student section above (Dean's or Approver's full name): \_\_\_\_\_ Date: \_\_\_\_\_

Dean (not student) click here to deliver the approved request: [Audit@luc.edu](mailto:Audit@luc.edu). Before sending please enter the student's Name and Student ID# on the Subject Line.

*FERPA Notice: The information contained in this form is a part of the student's education record and is not to be shared with anyone who does not have a legitimate educational interest in the student's record. This form should be destroyed one year after the final grade is submitted.*