

School of Education
Request to Audit a Graduate Course



Preparing people to lead extraordinary lives

Water Tower Campus • 820 N. Michigan • Chicago, IL 60611
Phone: (312) 915-6800 • (312) 915-6660

Student Name _____ Loyola ID# (LID) _____

Address _____ Daytime Phone # _____

E-mail address _____ Program _____

I am requesting to audit the following graduate course:

Course Prefix _____ Course# _____ Section# _____ Term _____ Year _____

I have read and understand the policies and procedures noted below.

Student Signature _____ Date _____

Policies and Procedures

- The tuition rate for audited courses is 50% of the regular (for credit) tuition rate (see the university's current 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 late 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.
- In order to audit a course, a graduate student must (1) complete the above section of this form, (2) receive approval from the program/department offering the course (noted below), and (3) submit this form to The School of Education. The completed form must be received by The School of Education 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 School of Education 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 anytime be counted as credit hours completed toward degree requirements).
- 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.

Please save document and submit to faculty member for approval.

Course Instructor/Faculty _____

Signature

Date

*Instructor- after electronically signing, please submit to Associate Dean
using yellow button*

Assistant Dean Student Academic Services _____

Signature

Date