



COURSE AUDIT REQUEST GRADUATE LEVEL

Student, please copy this form to your desk-top, fill it out and e-mail it as an attachment to your dean's office. Your Dean will *Submit* it to the Office of Registration and Records

Students Name*: _____ Today's Date: _____
LUC Student ID #*: _____ Student's email: _____ @luc.edu
Academic Career (School): _____ Program: _____
Academic Institution: LUCHI Term Code: _____

Dept. Abbr.	Course Number	Section Number	Term Hours

Example: ACCT 201 002 3

*Student's Signature: The student by entering his/her name and ID# above has "signed" this form and is fully aware of the regulations governing the auditing of courses.

Comments helpful to this request:

REGULATIONS GOVERNING THE AUDITING OF GRADUATE COURSES

- 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**).
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- 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 (enter full name): _____ Date: _____

Dean, click (DO NOT send hard copy) to deliver the form to: Audit@luc.edu.
Before clicking "send," please enter the student's Name and Student ID# on the Subject Line. Approvers may add Student's e-mail address or other recipients as cc's.

FOR OFFICE OF REGISTRATION & RECORDS USE ONLY
