

**INSTRUCTIONS:**

1. The student taking an audited form shall get a form from the registrar of her/his own college. Use one form per audited course.
2. The form must be signed by the instructor to authorize the taking of the audited course.
3. The student will make a copy of this form for her/his college registrar, and keep a copy. The college will forward a copy to the TST Advanced Degree Office and to the registrar of the college where the course is audited, if necessary.
4. When the course is complete, the student will take her/his copy of the form and ask the instructor to sign in the box provided below to indicate that the terms and conditions of auditing have been fulfilled. She/he will then bring the copy with this signature to her/his college registrar.

STUDENT INFORMATION

Last name: _____ First name: _____
Degree Program: _____ Department: _____ College: _____

COURSE NUMBER: _____ **SEMESTER/YEAR:** _____

COURSE TITLE: _____

INSTRUCTOR: _____

SIGNATURE OF THE INSTRUCTOR

AUTHORIZING THE AUDIT: _____ **DATE:** _____

CONDITIONS OF AUDITING:

1. Auditors are fully qualified students who are present for and participate in classes with the permission of, and according to the policy set forth by, the instructor for the course.
2. Auditors may not write the final examination for the course or submit comparable materials that would be equivalent to the final examination.
3. Auditors are required to complete all readings and in-class assignments.
4. Courses taken as audit may not be converted to credit courses at a later date.

Fees:

Students wishing to audit courses should inquire about fees at the Registrar's Office of the college offering the course.

APPROVAL

To be complete by the instructor at the end of the course.

This is to certify that the above-named student has participated in the course listed above and has fulfilled all of the conditions of an auditor.

Instructor's Signature: _____ Date: _____