

Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245 Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907



AUDIT FORM

Directions

- Use this form to audit a course or change the grading status from audit to back to credit. Students may not change the grading status (credit to audit or audit to credit) after the add/drop period has ended.
- Please review the Student Handbook for information on Course Audits.
- There is a fee for auditing a course and no refund is given for withdrawing from an audited course. Scholarships and Take 21/22 vouchers do not apply to audited courses.
- Ph.D. students are not allowed to audit courses.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
month/day/year

Program: _____

Advisor's Signature: _____ **Date** _____ **Print Name** _____

Quarter: Fall Winter Spring Summer Academic Year: _____

Request to audit:		
Course Number/Section/Title	Instructor's Signature	Print Instructor's Name
_____	_____	_____

Change from audit to credit:		
Course Number/Section/Title	Instructor's Signature	Print Instructor's Name
_____	_____	_____

<i>*Registrar's Office Use Only*</i>		<i>Revision: 2/2017</i>
Date Received: _____	Date Processed: _____	By: _____ No hold: _____
Darden updated: _____	ISIS updated: _____	Bursar's Office notified: _____