



COURSE AUDIT REQUEST UNDERGRADUATE 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

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 he or she is 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 UNDERGRADUATE COURSES http://luc.edu/academics/catalog/undergrad/reg_gradinsystem.shtml

1. With the Dean’s approval, students wishing to take a course without receiving credit may audit the course and pay the applicable tuition.
2. Class attendance is required; the mark of “AU” is entered for successful completion of the course, the mark of “W” is assigned for failure to attend class without properly dropping.
3. Assignments, including examinations and term papers are not required, but auditors have the right to participate in class discussion.
4. A course that is audited does not count as hours attempted.
5. A course that is audited is not considered in determining a student’s full-time or part-time academic status.
6. A course may not be converted from a graded basis to an audit after the first two (2) weeks of the semester or the first week of a summer session.

Dean’s Approval. Please make certain that all requested information has been supplied.

Dean’s Name/Signature _____ Date: _____

Submit this form by clicking here: Audit@luc.edu Enter the student’s name and LUC ID on 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.