How to Audit a Graduate Class

You only need one form to audit a course. **Note that if the class you want to audit is on the Waitlist on the PAIA web page, the class cannot be taken as an audit. Spaces are reserved for those taking the class for credit.**

You Must Register for the Class First

The first step is to register for the class.

If you submit the form without being registered first, it will be considered invalid and the form will be returned to the PAIA office.

The Grading Option Application Form

The top line is information about you. Your college is MAX and your class is GRAD.

In one of the “audit” lines, write in the letters and numbers of the class, and obtain the signature of the instructor.

Make sure that you and the instructor are clear about your responsibilities regarding class attendance, participation, exams, and any other class requirements.

What to Do With the Forms

It’s very important that we have a copy of the audit form. Please bring the form to our office and let us make a copy for your file. If we don’t have a copy, and the form is lost, you have no proof that the form exists.

In order to become registered as an audit for your class, you must submit the form to Student Records, 106 Steele Hall.

Instead of just dropping off the form, we recommend that you sign in at Student Records and wait briefly; you name will be called and a representative will process the audit form for you or give you a stamped student copy, which you should keep.

Deadline for the Fall 2013 Semester

The deadline to add a course is September 3. The deadline to submit your audit form to Student Records is Monday, September 9. You can late add, but you can’t late audit.
How to Audit an Undergraduate Class

Note that you are unable to register for an undergrad class on MySlice; the following process is required.

Form One, the Petition to the Faculty

The Registrar requires that graduate students obtain permission of their department to take an undergraduate class. The first form is how you accomplish this.

The top part is biographical information. Your college/school is Maxwell, and your class is Graduate.

Immediately underneath the typed in sentence “I am a graduate student and I want to take an undergraduate class”, write in the letters and numbers of the class you wish to take: e.g.

ARB 101  M001  12345.

You have to sign it, Nell has to sign it, and our Chair has to sign it. Sometimes we can finesse this while you are in the office. Or you can leave the form with us and we’ll email you when it’s ready.

Form Two, the Grading Option Application Form

The top line is information about you.

In one of the “audit” lines, write in the letters and numbers of the class, and obtain the signature of the instructor (or for a foreign language, it could be the Language Coordinator for that specific language.)

The main office for Languages, Literatures and Linguistics is suite 340, HBC.

Make sure that you and the instructor are clear about your responsibilities regarding class attendance, participation, exams, and any other class requirements.

What to Do With the Forms

It’s very important that we have a copy of the petition and audit form. Please bring the forms to our office and let us make a copy for your file. If we don’t have a copy, and the forms are lost, you have no proof that the forms exist.

In order to become registered as an audit for your class, both forms must be submitted at the same time to Student Records, 106 Steele Hall.

Instead of just dropping off the forms, we recommend that you sign in at Student Records and wait briefly; your name will be called and a representative will register you for the class and change it to an audit while you are there.
Deadline for the Fall 2013 Semester

The deadline to register for the spring semester on MySlice is September 3. Late registration extends for about a week. The deadline to submit the audit form to Student Records is September 9.