

**Complete and return this form to:**

University of Rochester - Simon Business School  
Office of the Registrar  
245R Gleason Hall  
[registrar@simon.rochester.edu](mailto: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 2 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** \_\_\_\_\_

Term:  Fall A  Fall B  Spring A  Spring B  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
_____	_____	_____

*\*Registrar's Office Use Only\** Revision: 3/2020

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_ No hold: \_\_\_\_\_  
Darden updated: \_\_\_\_\_ ISIS updated: \_\_\_\_\_ Bursar's Office notified: \_\_\_\_\_