Auditing Form

Enrollment Services Center ~ 102 West Quad Center ~ 718.758.8150 ~ esc@brooklyn.cuny.edu

Auditing a Course for Matriculated Undergraduate and Graduate Students: Anyone may audit a course provided there is room in the class. Auditing allows interested students to increase their knowledge by attending courses without receiving either a grade or credit toward a degree. The amount of student participation in an audited course may vary, at the discretion of the instructor, from complete fulfillment of all course requirements to classroom attendance alone.

Auditing requires permission of the instructor, permission of the department chairperson, and official registration as an auditor. Unofficial auditing is not permitted. Students who receive permission to audit a course may register at the Enrollment Services Center beginning on the first day of classes up until the last day to add a course.

If, for any reason, students later take courses that they have already audited, they will be governed by the regulations for repetition of courses. Students may not receive credit for courses taken by exemption examinations if they have already audited the courses. Courses audited are so designated on the student's transcript with the grade of AUD.

Tuition for audited courses is the same as for courses taken for credit.

Auditing a Course for Senior Citizens (60 and older): Senior citizens who wish to audit undergraduate classes are subject to all the same regulations outlined in the above section. Senior Citizens register in the Enrollment Services Center (102 WQ), and are required to present proof of age. The following are acceptable for proof of age: Medicare card, Driver's License, Non-Driver's Id, or Birth Certificate. Senior Citizens may audit undergraduate courses only. Senior citizens pay $65.00 tuition and a $15.00 CUNY Consolidated Service Fee, per semester.

Due Date: This form must be received at the Enrollment Services Center by the last day to add course listed in the Academic Calendar for each semester. Auditing requests will not be processed after the last day to add a course. According to CUNY regulations audits can only be processed during the first week of classes. **Students can and should attend from the first day of class while their registration is processed.**

_____   _____
Last name   First name   Social Security Number (Senior Citizens Only)

_____/_____/_____   _____   _____   _____
Date of Birth   EMPLID Number   Phone Number   Email address

_____
Street   Apt. #   City   State   Zip Code

Semester: ____Fall   ____Spring   ____Summer   ____Winter Session   Year:_____

Note to Academic Departments: Departments granting approval must enter any permission, prerequisite, and/or overtally overrides in CUNYfirst. The registration will not be processed if appropriate overrides are not in place.

Class # Registration code	Section	Course Dept. & Number	Professor Signature	Chairperson or Deputy's Signature	Date
12345	MW9	ARTD. 1010	Example	Example	m/d/yy