



PERMISSION TO AUDIT A PHD CLASS

Date _____

Term _____

Student's Name _____ Student ID# _____

Local Address: _____

Telephone Number: _____

Course Title: _____

Course Number and Section: _____

Instructor: _____

Policy: For PhD courses, audit status is given for a course in which students participate but do not earn credit. A student is permitted to audit any course in the PhD curriculum provided that he or she obtains prior approval from their primary advisor, the PhD Program Director and the faculty instructor. Students may or may not take examinations or other requirements for the course, as determined by the course instructor.

Procedure: An audit status must be arranged prior to the semester in which the student wishes to audit the course. If a student wishes to have the audited course appear on their official Bentley transcript, he or she will need to register for the course at the time of registration and the transcript will show the AU (audit) against the course. If the course requirements, as determined by the instructor are not fulfilled the AU can be changed to a W at the end of the semester. Audit forms must be filed with Registrar's Office. Visiting PhD students are entitled to audit only **one** course (see PhD handbook).

Student's Signature _____

Instructor's Signature: _____ Date: _____