The Columbia University School of Social Work
OFFICE OF STUDENT SERVICE SYSTEMS

REQUEST TO AUDIT FORM

I. Policies

1. You must be a full-time Social Work MS student.
2. You may audit <u>one</u> course each year at the school.
3. No audits are allowed during the Summer session.
4. Course pre-requisites are not waived for auditors.
5. Approval to audit a course is dependent upon:
   - Space availability
   - Instructor approval, and
   - Dean's approval
6. Closed sections cannot be audited.
7. A student who audits a class is expected to attend and participate as a class member. Individual instructors, at their discretion, may require students who audit to complete some or all of the required work.
8. No grade is given for the audited course and the course does not appear on the student transcript.

II. Procedures

1. Complete the requested information below for the Audit Request. Include both the course and section number.
2. Return the Audit Request Form to Room 526.
3. <u>If the request is approved, this form will be returned to your student mail folder by the end of the second week of classes.</u>
4. A copy of the approved form will be sent to the instructor.

I WISH TO AUDIT A COURSE FOR: ☐ **Fall** ☐ **Spring**   **Year** _____

Student's Name: (print)_____ CUID or SSN# _____

1st choice: _____ _____ _____
                    Course name   Number. & Section   Instructor

(Example: Community Organizing   T6002:01   Getsos)

2nd choice: _____ _____ _____
                    Course name   Number. & Section   Instructor

3rd choice: _____ _____ _____
                    Course name   Number. & Section   Instructor

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Approved by: _____
David I. Yam, Senior Assistant Dean