Auditing Courses
A Resource Guide

How:
Any person attending courses at Pitzer must be formally enrolled. Currently enrolled students and members of the Claremont community may register as auditors in Pitzer courses on a space-available basis between the first day of the semester and the deadline to add courses. All audits are subject to permission from the instructor. Students must use a **Pitzer Student Audit Form** to add an audited course; instructor approval signatures are required on this form.

Academic Components:
Instructors determine the requirements for successfully auditing courses. These criteria may include regular class attendance, completion of assignments, class participation, or other criteria, as determined by the instructor. A grade of "AU" is recorded for successfully audited courses. A grade of "AX" is recorded for audited courses that were not completed to the instructor's satisfaction. Grades of "AX" do not appear on official transcripts.

Limits:
All audits must be registered by the add deadline (10th day of the regular semester). While auditors may drop or withdraw from courses through the published deadlines, they may not convert an audit to a credit-bearing option. Similarly, students enrolled in courses for academic credit may not convert a course enrollment to an audit after the 10th day of the term.

Audited courses do not qualify for academic credit and may not apply toward academic degree requirements. Audited courses may not qualify as pre-requisites for more advanced courses without the approval of the department and the instructor. Auditors may not subsequently enroll in the same course for academic credit without written approval of the department chair and the instructor.

Fees:

Regularly enrolled students may audit courses without incurring additional tuition charges. Community auditors pay any audit fee specified in the Financial Information section of the catalog. All auditors are responsible for paying any additional fees associated with registration for a specific course.

Deadlines:
Please refer to the academic calendar for the last day to add courses.

For further details about auditing courses, please consult the
"Auditing Courses" section of the Pitzer College Catalogue.

PITZER STUDENT AUDIT FORM

_____   _____

Student Name (Print)   **ID Number**

SEMESTER (check one):   ☐ **FALL**   ☐ **SPRING**   ☐ **SUMMER**   **YEAR: 20_____**

ADD COURSES   *YOU MUST OBTAIN PERMISSION FROM THE INSTRUCTOR TO AUDIT THE COURSE.*

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COURSE ID **SECTION#**	**COURSE TITLE**	**COURSE TIME**
Example: PSYC187 PZ 01	Internship in Psychology	MW 2:45-X:XX

1 _____ ____   _____   _____
  Course ID   Sec.
Instructor Signature

                                          _____

  _____ ____   _____   _____
  Course ID   Sec.
Instructor Signature:

                                          _____

  _____ ____   _____   _____
  Course ID   Sec.
Instructor Signature:

                                          _____

_____

*   I understand that audited courses do not qualify for academic credit and may not apply towards academic degree requirements. Audited courses may not qualify as pre-requisites for more advanced courses without approval of department and the instructor. Auditors may not subsequently enroll in the same course for academic credit without written approval of the department chair and the instructor. I understand that I may not convert an audited course to a credit-bearing option after the last day to add (the tenth day of the semester).

✕

_____   _____
STUDENT SIGNATURE   **DATE**

For Office Use Only

Date Processed: _____

Initials: _____