

CURRENT STUDENT AUDITING APPLICATION

MBA students may audit a course provided there is space available in the course, and the consent of the instructor has been obtained. Auditing permits attendance at classes only, and a minimum of 70% of lectures must be attended. No work will be evaluated, and no record will be kept on the academic transcript.

Last Name: _____

First Name: _____

Student Number: _____

Preferred Name: _____

Program:

Term Applying For*:

**Please submit separate forms if you are applying for more than one term.*

Pref. No.	Course Code & Section (i.e. RSM2306HF.2024 0101)	Course Name (i.e. Options and Future Markets)	Instructor Approval
1			
2			
3			
4			
5			

Audit Request - Instructor Approval Required

Students are permitted to audit *one* course per term. Prior to receiving approval from the Registrar's Office, students must obtain approval from the instructor. If the instructor is not able to sign the form, an approval e-mail to RO@rotman.utoronto.ca may be accepted in lieu of a signature.

Processing Sequence

Students who wish to take a course as part of their program requirements will have priority access by submitting their requests through the Add/Drop website. Following that, requests to take a course for credit or for a final grade (i.e. overload and EXTra requests) will be prioritized. Once all the aforementioned requests have been processed, auditing requests will be considered on a first-come, first-served basis.

Application Deadline & Approval

Audit requests must be submitted to RO@rotman.utoronto.ca before the [Add/Drop deadline](#) of the given term. Applications will be reviewed (in order of date received) at the start of the term in question if there is space in the course and no waitlist. Formal approval will be communicated via e-mail.

By signing this form, I agree that I have read and understood the policies and procedures to audit a course. I understand that I will not be required to do course work and no grades will be assigned. No official records will be kept of my auditing status and the course will not appear on my University of Toronto Transcript. To accept an offer to audit this course means that I will attend at least 70% of the lectures and will not be eligible to take this course for credit in the future.

Student Signature: _____

Date: _____

Freedom of Information and Protection of Privacy Act: <https://www.acorn.utoronto.ca/acorn/fippa/>

