

## Auditing Application for MBA Elective Course (Current Rotman Students Only)

Last Name:

First Name:

Student Number:

Preferred Name:

Program:

Please Select One

Term Applying For\*:

Please Select One

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

Pref. No.	Course Code & Section (i.e. RSM2306.0101)	Course Name (i.e. Options and Future Markets)	Alternate Section	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](mailto: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. After all requests to take a course for credit (i.e. regular, overload or extra) have been accommodated, auditing requests will be considered on a first-come, first-served basis.

### Application Deadline & Approval

The deadline for students to submit the completed application is the same as the Add/Drop deadline of that given term. Formal approval will be communicated via e-mail after the Add/Drop Period and *Quercus* course page access will be granted.

By signing this form, I agree that I have read and understood the following conditions to audit a course:

*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 for the course and the course will not appear on my University of Toronto Transcript. To accept the 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:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.