



Lancaster Theological Seminary

Request for Student Audit



NOTE: Making this change may affect your financial aid eligibility. See the *LTS Financial Aid Handbook* for further information

If you wish to have a record of this transaction, please print a copy for your files.

| | |
|----------------|----------------|
| Today's Date: | |
| Student Name: | Program: |
| Academic Year: | Academic Term: |

- Full-time students (12 or more credits per semester) may apply to audit up to six credits during a semester at no additional tuition charge.
- Part-time students (fewer than 12 credits per semester) may audit up to six credits during a semester for a charge equal to one-half the regular tuition rate.
- Students who wish to audit a course must seek permission from the professor. The extent of involvement of the auditor is to be negotiated with the professor.
- Professors may reserve the right to refuse auditors, and auditors will not be permitted in a course filled with the maximum number of registered students.

To register for audit

- Complete this form and secure the required signatures.
- Submit the completed and signed form to the registrar, along with the registration print-out during the registration period, or with a Registration Change Form if the request is submitted after the registration period.
- At the conclusion of the course, the professor will determine if the student has successfully completed the terms of the audit. If so, the student will receive "AUD" on her or his transcript. If not, the course will not appear on the transcript.

| Course Number: | Course Name: | Approval of Course Professor: |
|----------------|--------------|-------------------------------|
| | | |
| | | |
| | | |

Signature of Faculty Advisor: _____

Date: _____

Signature of Student: _____

Date: _____