

Amherst College Audit Request Form

Auditors must receive permission from the instructor. People wishing to audit a class should be aware of the following:

- **There is no record kept and no grade given for an audited class.** Auditors will not appear on regular class lists and will not be counted in the official enrollment. They will be included on class email lists if they are receiving electronic services (see below).
- **Auditors may elect whether or not to receive online services from the College.** These services include things such as access to e-reserves and Moodle course websites, and inclusion on the class email list.
- **An auditor who chooses not to receive online services only has to obtain permission from the instructor to audit a course.**

Procedure for requesting online access to course materials:

1. Print and fill out this form—available online or at the Registrar’s Office in Converse Hall.
2. Get the signature of the instructor
3. Return the form to the Registrar’s Office on the first floor of Converse Hall.
4. If you are getting a new Amherst College account as part of this request, we will email you your Amherst account information within 48 hours.

The final decision about the appropriateness of admitting an auditor and about the character of course participation appropriate for an auditor rests with the faculty member. Auditors are generally not permitted in over-enrolled courses. The College reserves the right to limit the number of courses audited by any one person, to limit the total number of auditors on campus at a particular time, and to change this policy.

Auditor Sign-Up for Online Services

This section needs to be completed ONLY if you wish to gain access to online resources associated with the course you are auditing.

Name: (Last) _____ (First) _____ (Middle) _____

Address: _____

Phone: _____ Date: _____

Email: _____

Type of auditor. Check one.

_____ Amherst College employee

_____ Community member

_____ Amherst College student

_____ High school student

_____ Amherst College Alum

_____ Five College student/faculty/staff

Do you already have an Amherst College electronic account? _____ If “Yes,” what is your username? _____

Course to be Audited

Department or Subject: _____ Course number: _____ Section: _____ Term: _____

Title of Course: _____

Instructor’s signature (granting permission to audit: _____