

East Asian Studies Department

AUDIT FORM

EAS Policy on Auditing Courses:

- (1) The EAS Department is under the U of T Policy on Auditing Courses:
http://www.governingcouncil.utoronto.ca/policies/Policy_on_Auditing_of_Courses.htm
- (2) An auditor may attend lectures and other class meetings, take part in class discussions, and receive written confirmation of attendance (if requested). An auditor will not receive evaluations of participation and will not be allowed to submit assignments or write examinations and tests, except by special and express permission. The University's Code of Conduct will apply to auditors.
- (3) With the exception of language courses, permission for a student to audit a course is at the discretion of the instructor, but instructors may not permit students to audit courses that are already at capacity. Auditors are not allowed in language courses.
- (4) EAS students receive first priority; all other priorities are guided by the U of T Policy on Auditing Courses.
- (5) Students enrolled in U of T can audit for free unless they require a Certificate of Attendance, in which case they pay the audit fee of \$500/half course or \$1000/full course.
- (6) Persons not registered at the University shall pay the audit fee of \$500/half course or \$1000/full course.
- (7) Audit fees are payable to the department by cheques payable to the "University of Toronto."
- (8) No credit will be given for a Certificate of Attendance if an auditor registers or re-registers for the course or in the University. Certificates of Attendance will not be part of the Official Student Record.

Name:	I am: <input type="radio"/> A current U of T student <input type="radio"/> Not currently a U of T student
E-mail:	Student No.
Telephone:	College/Campus:
Course Instructor: _____ Session:	
Course Code & Title: _____	
Please check one: <input type="radio"/> I do not require a Certificate of Attendance <input type="radio"/> I require a Certificate of Attendance (If yes, the audit fee will apply. See above.)	
If the auditor requires a Certificate of Attendance, the student must attend at least 75% of the meetings of the class. The student must notify the instructor at or before the first meeting of the class, otherwise the department is under no obligation to issue a certificate. By signing this form, the Supervisor/Professor agrees to keep records of attendance and provide confirmation to the department at the conclusion of the course.	
Student's signature:	Date:
Supervisor/Professor's signature:	Date:
Please bring form to the EAS Department (Robarts, Room 14087, Attn. Program Administrator) after it has been signed by student and professor.	
Registered by:	Date: