**KATZ** UNIVERSITY OF PITTSBURGH JOSEPH M. KATZ GRADUATE SCHOOL OF BUSINESS

## Course Audit Request Form

_____   _____   _____
Last Name                         First Name                        Student ID

_____   _____
Student Signature                                                Date

This form should be completed when a student wishes to audit an MBA-level course at Katz.  Auditing a course does not exclude students from registering and paying tuition for the course(s) in question. **Students are not permitted to audit a required core course**. Likewise, any course that will be counted toward the fulfillment of graduation requirements cannot be taken for audit-based credits.  Once a student has audited a class, he/she will **not** be able to enroll in that course for credit.  Upon completion of the course, an 'N' letter grade will appear on the student's transcript to indicate that the course was audited.

Please complete the information below regarding the course that you are requesting to audit.

_____   _____
Katz course you wish to audit (number & title)                     Credits

_____   _____
Year/semester course is offered                                    CRN

**Faculty use only**

Faculty decision:  Approved          Denied

_____   _____ _____
Faculty Name                        Faculty Signature               Date

**Office of Student Services use only**

_____   _____
Approval/Signature of the Director of MBA Student Services   Date