

# Bowdoin College

## Auditing a Course

Bowdoin alumni, students, employees; community members; and Friends of Bowdoin may audit a Bowdoin class with 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 a class email list if they are receiving electronic services (see below).
- **Auditors may elect whether or not to receive electronic services from the College.** These services include things such as access to e-reserves and electronic course materials, and inclusion on the class email list. A fee of \$50 per course is normally charged for this service. This fee is waived for Bowdoin employees, students, and alumni; high school students; and students from Bates, Colby, the Maine College of Art, and USM. Friends of Bowdoin pay a reduced fee of \$30. Electronic services will cease on the tenth day of the month following the last day of classes (January 10 or June 10).
- **Procedure for Requesting Electronic Services:**
  1. The auditor picks up a form in the Office of the Registrar or accesses it online and fills it in (see below).
  2. The auditor asks the instructor to sign the form.
  3. The auditor returns the form to the Office of the Registrar in Moulton Union (no sooner than the first day of classes) and pays the fee. Please produce an ID card to pay a reduced fee or have the fee waived. The Office of the Registrar will give the auditor a username, password, and instructions for accessing electronic course materials. The auditor account will become active 24 hours later.
  4. If the auditor experiences any problems accessing electronic course materials, s/he should call the Information Technology Help Desk at 725-3030.
- **An auditor who chooses not to receive electronic services only has to obtain verbal permission from the instructor to audit a course.**
- Auditors may check out non-electronic library reserves with a College ID or a Guest Borrower card. See the Library's **Information for Guest Patrons** (<http://library.bowdoin.edu/circ/guest.shtml>) if appropriate.
- 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.

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### Auditor Sign Up for Electronic Services

You need to complete this ONLY if you wish to gain access to electronic services associated with a course you are auditing. This form is for AUDITORS only; it should NOT be used to give teaching assistants or tutors access to electronic course materials.

1. **Name—Last:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

2. **Address:** \_\_\_\_\_

3. **Home Phone:** \_\_\_\_\_ 4. **Date:** \_\_\_\_\_

5. **Type of Auditor—check one:**

<input type="checkbox"/> Bowdoin Employee or Employee Spouse (fee waived) Employee Name _____	<input type="checkbox"/> Bowdoin Alumnus (fee waived) Class Year _____ Former Name _____
<input type="checkbox"/> Member of Association of Bowdoin Friends (fee = \$30)	<input type="checkbox"/> Community Member
<input type="checkbox"/> Bowdoin Student (fee waived)	<input type="checkbox"/> High School Student (fee waived)
<input type="checkbox"/> Bates, Colby, MECA, or USM Student (fee waived)	<input type="checkbox"/> Other (please specify): _____

6. **First Course to be Audited**

Department/Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Instructor's Signature (granting permission to audit): \_\_\_\_\_

7. **Second Course to be Audited**

Department/Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Instructor's Signature (granting permission to audit): \_\_\_\_\_

Office Use Only
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Fee Paid:	AU Number:	Email:	@bowdoin.edu
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Office of the Registrar

1 Sep 2011