Bowdoin’s Auditor Policy:

Courses are intended for Bowdoin students, but the College is happy to extend, as a privilege, the opportunity for community members to attend courses. Auditors must obtain the permission of the course instructor before attending the first class and follow their guidelines regarding in-class participation. Auditors are generally not permitted in full courses. The College reserves the right to restrict the number of courses audited by any one person and to limit the total number of auditors on campus at a particular time. The College also reserves the right to change or amend this policy.

- **There is no official record kept and no grade given for an audited class.**
  - Auditors are not officially registered for a class.
- **Auditors may elect whether or not to receive electronic services from the College.**
  These services include things such as access to library e-reserves, electronic course materials, and inclusion on the class email list.
  - Electronic services will cease after a term ends.
  - A fee of $50 per course is normally charged for this service.
  - Friends of Bowdoin pay a reduced fee of $30.
- **There is no fee to audit for the following constituents:**
  - Bowdoin alumni, students, employees or employee spouses
  - Bates, Colby, MECA, USM or local High School students
- **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/services/services-for-guests.shtml)

Procedure for Requesting Electronic Services:

**STEP ONE:** Complete the Auditor Request for Electronic Services form available at the Office of the Registrar, First Floor, Moulton Union or online at [www.bowdoin.edu/registrar](http://www.bowdoin.edu/registrar)

**STEP TWO:** Obtain the signature of the instructor/lab instructor on the form

**STEP THREE:** Return the form to the Office of the Registrar and pay fee (if applicable)
  - These will be accepted beginning **January 19, 2015** (first day of classes)
  - Please produce an ID card to pay a reduced fee or have the fee waived.

**STEP FOUR:** When you submit your completed form, the Office of the Registrar will provide you with an auditor ID and temporary pin.

**STEP FIVE:** After one business day, use that ID and pin to access webmail, Blackboard, e-reserves.

Contact Information:

Office of the Registrar, Moulton Union, First Floor
4500 College Station, Brunswick, Maine 04011-8436
Tel 207-725-3521, Fax 207-725-3338, Email registrar@bowdoin.edu