Admissions
300 North Washington Street
Eisenhower House
Gettysburg, Pennsylvania 17325 –1400

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Gettysburg College Audit Application and Policies

To audit a course, registered students and individuals not enrolled at the College must obtain an audit application form, which is available on the Registrar's website and at the Admissions Office. Permission from the course instructor is required and must be designated on the form with a written signature. Audited courses are not awarded academic credit, and will not appear on a student's transcript.

An auditing student who intends to earn Gettysburg College credit for the course must declare that intention during the drop/add period, which occurs during the first ten class days of each semester. At such time, the student is no longer an "auditing student" and must submit their High School and College transcripts.

Eligibility

Any community members.

Auditing Student Application Process

Audit application forms are available on the Registrar's website and at the Admissions Office. An interview may be required.
- Complete the Audit application form (**high school students must include high school transcript**).
- Obtain instructor signature for the desired course(s).
- <u>Submit the application for review and approval from the Admissions Office by **August 1st for fall and December 19th for spring.**</u>

Enrollment Terms

- Only allowed to audit one or two courses in a given semester.
- No academic credit will be given for the course(s) taken.
- Auditors will have access to the Library, will have a network login and an ID number.
- <u>If an Audit Student would like to switch to a guest student, pay for the class and receive credit, this MUST happen within the first 10 class days of the semester.</u>

Gettysburg College Auditing Student Application

I am a (check all that apply):

☐ First-time student auditing a course at Gettysburg College
☐ Minor, my birthday is _____ (month, date, year)
☐ Student who previously audited a course at Gettysburg
☐ Gettysburg College Employee
☐ Spouse, Partner, or Dependent of a Gettysburg College Employee- if checked please fill in
name and department of the employee:_____, and your
relationship to the employee:_____

I am applying for: (check semester box and write in year)

☐ Fall semester _____
☐ Spring semester_____

Personal Information

First Name _____ Last Name _____

Maiden Name (if applicable) _____

Home Address _____

Home Phone (_____) _____ Cell Phone (___) _____

Email Address _____

Emergency Contact name _____ Phone number _____

Relationship to applicant _____

Academic Information

Name and location of all secondary schools attended with period of attendance at each:

Secondary School Name	City, State	Dates Attended	Graduation Date

Name and location of any colleges or universities you have attended and period of attendance at each:

School	City, State	Dates Attended	Degree Received?

Course(s) audited at Gettysburg College (if applicable)

Course(s)	Faculty	Semester

Gettysburg College Auditing Student Application (continued)

1. Why are you interested in auditing a course at Gettysburg College?

2. What types of courses are you interested in auditing?

3. What are your educational goals?

4. Have you ever been dismissed, placed on probation or suspended from any secondary school or college that you attended? ☐ Yes ☐No

5. Have you ever been convicted of a crime other than a summary offense (traffic violations, etc.) or been found responsible as a juvenile for an act of delinquency? ☐ Yes ☐No

If you answered "yes" to question four or five, please explain in detail on a separate sheet.

Academic Honor Code:

I affirm that my work on this application is entirely my own, and that all the information on this sheet is factually correct and honestly presented.

Signature of Applicant: _____   Date: _____

Gettysburg College Auditing Student Course Registration Form

To the Student:
- Please complete this form and sign your name at the bottom.
- Obtain signatures from the faculty members of the courses you wish to take (no more than 2 courses per semester).
- Once all signatures are obtained, bring this form to the Admissions Office.

Student Name: _____ Semester: _____

To the Instructor:

The above student is interested in auditing your course this semester. He/she has submitted an application to the Admissions Office to audit a course without credit. Students are allowed to audit up to two courses in a given semester. Gettysburg College faculty members reserve the right to determine if it is appropriate to audit their courses. If the student is a minor, faculty are required to obtain additional background check clearances through the Human Resources office.

Course(s) _____

Semester: _____

	Department	Course #	Days and Time of Class	Faculty Signature	Faculty approval if class is full? **Yes/No**	Date
1						
2						

Student Signature _____ Date _____

Admissions Staff Signature _____ Date _____