



UNIVERSITY OF ST. MICHAEL'S COLLEGE

Faculty of Theology

SUBMIT FORM TO:

By Mail: Student Services Office, Faculty of Theology, University of St. Michael's College 81 St. Mary Street, Toronto, ON M5S 1J4

In Person: Student Services Office, Faculty of Theology, University of St. Michael's College, Room 307, 121 St. Joseph Street, Toronto, ON M5S 3C2

Phone: 416-926-7128 Email: inquiry.usmctheology@utoronto.ca Website: stmikes.utoronto.ca/theology

AUDITOR APPLICATION AND REGISTRATION

This form is to be used by a restricted group of non degree-seeking students (see Section A for eligibility). This form must be submitted at least two weeks prior to class start date.

SECTION A Applicant's Information (to be completed by applicant)

Name: (First Name) (Last Name)

Correspondence Address:

Email: Phone:

Education level: high school undergraduate/graduate: (last degree obtained)

Eligibility Group:

I am a(n) (please choose one):

- University of St. Michael's College Alumni (Proceed to Section B)
University of St. Michael's College Employee (Proceed to Section C)
Employee of the Toronto Archdiocese (Proceed to Section C)

SECTION B - Alumni's Study History (to be completed by applicant)

Name used at time of study (please choose one)

- same as above OR
no, my name was

(First Name) (Last Name)

I graduated in (Year) My student # (optional)

SECTION C - Confirmation of Employment (to be completed by applicant's employer)

This is to confirm that the above named applicant works for the Department of (please choose one):

- 1) in the University of St. Michael's College
or
2) in the Toronto Archdiocese Office

Name of Supervisor : (please print First and Last Name)

Job Title:

Signature of Supervisor: Date:

Supervisor's Contact Information:

Phone: Email:

**SECTION D – Course Information (to be completed by applicant)**

Course No. \_\_\_\_\_ Course Title: \_\_\_\_\_

Term: \_\_\_\_\_ Name of Teaching Professor: \_\_\_\_\_

This is my *(please select one)*  first time  
 second time  
 third time auditing a Faculty of Theology course

**SECTION E - Conditions of Auditing**

1. Auditors are fully qualified students who are present for and participate in classes according to the general policy outlined below and any particular policies set forth by the instructor of the course.
2. Based on class size and other administrative reasons, the Faculty may limit the number of auditors allowed in each course.
3. The Faculty reserves the right to accept or decline an auditor's application and the decision may not be appealed.
4. Confirmation from the Faculty either accepting or rejecting the audit application will be communicated via email directly to the applicant prior to the first day of class. Without the confirmation, an applicant may not assume that the application is approved.
5. All auditors are expected to complete a sufficient amount of the required readings for the course in order to be able to follow the lectures given. Auditors who receive permission from the instructor of the course to participate in class discussions, seminars, tutorials, etc. are expected to complete the same amount of required readings as students enrolled in the course for credit.
6. Auditing permits attendance at class only, assignments are not required, and, if presented, are not formally evaluated. No grade or credit will be given for course audit. No transcript or written record will be issued for audit courses.
7. Courses taken as audit may NOT be converted to credit courses at a later date.
8. Auditors are subject to all academic and disciplinary regulations as outlined in the Faculty of Theology Bulletin/ Handbooks.
9. Auditors who are not formally admitted to Faculty of Theology are neither candidates for a degree or diploma nor will they be entitled to any student benefits, e.g., Student Card, Student Discounts for Public Transit Passes, etc.
10. Auditors may not be eligible for portal access.

I have read the Conditions of Auditing and hereby agree to be bound by them.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE:**

Number of students \_\_\_\_\_ & auditors \_\_\_\_\_ registered for the course on \_\_\_\_\_

This is the  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> course audited by this auditor at the Faculty of Theology

Application Received on: \_\_\_\_\_

Application Approved:  yes  no \_\_\_\_\_

*Programs Coordinator - Signature*

yes  no \_\_\_\_\_

*Teaching Professor - Signature*

Date when final approval is granted: \_\_\_\_\_

Date when applicant is notified of the decision: \_\_\_\_\_