



# Office of the Registrar

Phone: (812) 237-2020

Fax: (812) 237-8039

## Permission to Audit

### Instructions for Completion

Please note that audited courses will not appear on an academic transcript.

1. Some courses offered by the University are not available to be audited, therefore this form must be approved by the course instructor and the department chairperson before you will be permitted to register.
2. You must first be admitted to the term in order to audit a course.
3. The audit fee is \$5.00 per credit hour.
4. A student may NOT transfer from audit to credit or from credit to audit.
5. The form must be presented to the Office of the Registrar ON or AFTER the first day of classes, NOT before.
6. Please return this request to the Office of the Registrar, Parsons Hall Room 009. Registration in the class will be completed at that time.

### Personal Information

\_\_\_\_\_  
 Last Name                      First Name                      Middle Name                      University ID # (XXX-XXX-XXX)

### Departmental Information

\_\_\_\_\_  
 Student's Major / Curriculum                      Enrollment Term (i.e. Fall, 20XX)

The above-named student may audit the following course:

\_\_\_\_\_  
 Department                      Course Number                      Section Number                      CRN                      Hours

### Signatures

\_\_\_\_\_  
 Instructor Signature                      Date

\_\_\_\_\_  
 Advisor Signature                      Date

\_\_\_\_\_  
 Department Chairperson Signature                      Date

\_\_\_\_\_  
 Student Signature                      Date

### OFFICE USE ONLY

Processed By \_\_\_\_\_

Date \_\_\_\_\_