



Office of the Registrar • Smyth 1
 4245 East Ave • Rochester, NY 14618
 Phone (585) 389-2816 • Fax (585) 389-2612

NON-MATRICULATED AUDIT APPROVAL FORM – UNDERGRADUATE LEVEL COURSES

Auditing provides an experience to learn specific material but not earn credit. Generally, anyone who audits a course does the work required for the course excluding the final examination. No grade is given and no credit is earned. In all cases, an audit (AU) will appear on the transcript upon completion of the course.

Auditors must hold a bachelor's degree from an accredited university. Auditors must also meet any applicable course prerequisite(s) through equivalent coursework or experience. Interested persons **may audit undergraduate courses on a space-available basis** and the approval of the Chairperson of the department in which the course is offered. Once approval is received, take this form to the Registrar's Office, Smyth Hall Room 1. You will be notified the Friday prior to the start date of classes regarding space availability. Registration and payment will be due in the Student Accounts Office, Smyth Hall Room 44, prior to attending the first class. The audit fee is one-third (1/3) the tuition charge of the course plus applicable fees. Nazareth alumni and senior citizens may audit *on-campus* undergraduate courses for a reduced fee.

COURSES THAT CANNOT BE TAKEN ON AN AUDIT BASIS:

Independent Studies Tutorials Internships Labs Music Lessons
Directed Studio Studio Courses Professional Courses Skills-based Courses

→ *Courses that cannot be taken as audits include many from the following subject areas: Art, Communication Sciences & Disorders, Education, Music, Nursing, Sciences, Social Work, Theatre & Dance*

Student Information:

_____	_____	Nazareth Undergraduate Alum: Yes No	
Student ID # <i>(complete if you received one)</i>	Date		
_____	_____	_____	_____
Last Name	First Name	Middle Initial	
_____	_____	_____	_____
Street Address	City	State	Zip
_____	_____		
Home Phone	Daytime Phone <i>(if different from home)</i>		
_____	_____		
Highest Degree Earned	Name of College/University		
_____	_____		
Email Address	Student Signature		

I acknowledge that I am responsible for tuition costs associated with the course(s) and agree to pay tuition by tuition due date. I understand that if a college debt must be referred to outside sources for collection, that I will be responsible for paying additional collection costs including but not limited to, reasonable attorney fees and disbursements.

Course Information:

_____	_____
Term	Course Number & Section
_____	_____
Course Title	Instructor

Reason for requesting this audit	

Department Chair Authorization:

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____
Department Chair Signature	Date

Comments	

Office Use Only
Processed by _____
Date _____
Student Contacted _____
Naz Alum: Yes No