



Naropa University Audit Form

This form will only be accepted at SAS on or after the first day of classes for fall or spring semester

NAME

TELEPHONE

STUDENT ID

Semester

Year

| Crs # | Course Title | Sect | # Hrs | Instr. Signature --REQUIRED |
|--|--------------|------|-------|-----------------------------|
| | | | | |
| Dept permission required for courses not on the "available to audit" list: | | | | |

| Crs # | Course Title | Sect | # Hrs | Instr. Signature --REQUIRED |
|--|--------------|------|-------|-----------------------------|
| | | | | |
| Dept permission required for courses not on the "available to audit" list: | | | | |

| Crs # | Course Title | Sect | # Hrs | Instr. Signature --REQUIRED |
|--|--------------|------|-------|-----------------------------|
| | | | | |
| Dept permission required for courses not on the "available to audit" list: | | | | |

I accept full academic and financial responsibility for the policies and procedures in the current Naropa University Catalog. I have read the instructions on the reverse. I understand that if space is available I will be registered for audit in course(s) as indicated above. I will be charged the audit fee plus any other course fees.

Student signature: _____ **Date:** _____

Instructions for Auditing Courses

**Form, instructions and additional information available at
<http://www.naropa.edu/registrar/audit.cfm>**

Full-time, returning students may audit selected courses during the fall and spring semesters by following the procedures below:

1. During the first week of class, pick up an audit form from Student Administrative Services or download it from <http://www.naropa.edu/registrar/audit.cfm>
2. Check <http://www.naropa.edu/registrar/schedule.cfm> to determine which courses are eligible for auditing. If your course is not eligible for auditing, you must obtain the permission of the department. Neither the department's nor the instructor's permission are guaranteed.
3. Bring the audit form to class to obtain the instructor's signature.
4. Submit the form to Student Administrative Services on or before the last day of add/drop for that class (remember, some classes are on an alternate schedule. Check web registration to see drop/add dates for a particular course.).
5. You will be notified via email if you were admitted as an audit or not. If you were not admitted, you must stop attending immediately.
6. Students who are admitted to a class will be charged \$25 per credit hour plus *all related course fees*. Be aware that this charge may be billed to your account after you receive your financial aid refund check. Therefore, your financial aid may not automatically pay for your audit classes.
7. You will only be permitted to the course if:
 1. You are a full time student or in your last semester
 2. The course is available to audit (or you received dept permission)
 3. You received instructor permission
 4. There is space still available in the course

Keep in mind:

Summer and weekend courses are not available for audit.

No grades are given nor credit earned for audited courses

Students may not drop or withdraw from audited courses

The audit fees and related course fees might not be charged to your account until after you receive a financial aid refund check. You are still responsible for the fees.

For Audit Frequently Asked Questions, see

<http://www.naropa.edu/registrar/audit.cfm>