



Naropa University AUDIT FORM

ATTENTION INSTRUCTORS: If your course is available for audit, we will allow ALL students into the course for whom you sign a form. You may wish to wait until after add/drop to determine who may audit your course.

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:				

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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 I will be registered for audit in course(s) as indicated above. I will be charged the audit fee plus any other course fees. I understand that I must not be registered in this course for credit if I wish to be registered for audit.

Student signature: _____ **Date:** _____

Instructions for Auditing Courses

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

1. Pick up an audit form from Student Administrative Services or download it from MyNaropa
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. If you are registered for the course for credit, drop the course. Registration will not add an audit for a course that is already registered for credit.
5. Submit the form to Student Administrative Services on or before the **last day of withdrawal** for the semester.
6. Plan to pay for your audit and fees immediately. Late fees will be added to unpaid fees about a week after the last day of withdrawal.
7. 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.
8. You will only be permitted to the course if:
 1. You are a current degree seeking or visiting student
 2. The course is available to audit (or you received dept permission)
 3. You received instructor permission
 4. You are not registered for the course for credit.
9. You will receive an email stating that you have been allowed into the course as an audit.

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. ***Plan to pay for audit fees immediately as late charges may be added shortly after the last day of withdrawal***

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