Audit Application
Registrar’s Office
University of Southern Indiana
8600 University Blvd. Evansville, IN 47712
Phone: 812-464-1762 Fax: 812-464-1911 Email: registrar@usi.edu

An undergraduate student who wishes to audit a course without credit must obtain permission from the instructor of the course and chair of the department that offers the course. No application for admission to the University is required to audit a course. Permission depends on space in the classroom and appropriateness of the class for audit. A student who audits a course will not appear on class rolls or grade reports, and no notation of the audit will be made on the student’s permanent record (transcript). A student may not transfer from audit to credit status, or from credit status to audit status.

A student who wishes to audit a course should complete the audit application during the published dates of Late Registration (beginning the first day of the term). After securing the proper signatures, the form and fees must be submitted to the Bursar’s Office (Cashier’s window). There is a $50.00 audit fee per course, as well as any distance education fees and lab/special fees associated with the courses(s) being audited.

Term/Year:  Fall ______  Spring ______  Summer I _______  Summer II ______  Summer III ______
Are you currently enrolled in coursework for credit:  Yes ________  No ________
Student ID Number:  000-__________________  or  Date of Birth:  ______________________
Name: (Last, First, M.I.) ________________________________________________________________
Address: __________________________________________________________ City: ____________
________________________________________  State: ______________  Zip Code: __________

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<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Instructor’s Signature †</th>
<th>Department Chair’s Signature</th>
<th>Bursar’s Use Only Lab/DE/Other fees</th>
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† If a course will use Blackboard, the instructor must contact Information Technology (IT) to request that an auditing student be added to the Bb roster.

Bursar’s Use:
Audit fee subtotal: $__________  Lab/DE/other fee subtotal: $__________  TOTAL OWED: $__________

I understand that by auditing a course, I will not appear on the class roster nor will I receive an official grade and/or credit for the course(s) I am auditing. Further, I understand that I cannot transfer from audit to credit or from credit to audit.

Student’s Signature: __________________________________________________________ Date: ____________

BURSAR USE  I verify that the audit fee and any applicable distance learning fees and lab/special fees have been paid.
Receipt # ______ Total paid $__________  Cashier __________________________ Date ________

BURSAR: Please collect the completed form from the student and return it to the Registrar’s Office.  8/8/16