

## Audit Request

Office of Student Affairs • Registration Services • 82 Washington Square East, 2<sup>nd</sup> Floor, NY, NY 10003 (212) 998-5054/55

### Student Information

<input type="radio"/> Ms <input type="radio"/> Mr			<b>N</b>
	First Name	Last Name	ID Number
Street		City	State Zip Code Telephone
Department	Major	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Email Address

**Instructions:** Meet with your advisor. Fill out the Student and Course Information boxes. Obtain the course instructor and your advisor's signature (your advisor should sign this form last and keep the pink copy). Register for the course you want to audit as you would any other course. Bring the white copy of this form to the University Registrar at 25 West 4<sup>th</sup> Street. The University Registrar will flag the audited course to show that no credit or letter grade will be assigned.

**Important Information:** You must be a matriculated student to audit a course, and you may audit a maximum of two **E** courses per semester with your advisor's and the course instructor's approval. If you are a full-time student, you cannot exceed 18 total points for credit and audited courses in a semester. If you are a part-time student, you cannot exceed 11 total points in a semester. Audited courses **do not** count towards full- or part-time status.

- You will pay the full tuition and fees for audited courses, but you will not receive credit or letter grades.
- You cannot withdraw from audited courses, and you will not receive any refunds for tuition or fees.
- If you receive financial aid you must show that you are registered for a minimum of 12 credits before requesting auditing privileges.
- You cannot use tuition remission for audited courses.
- You must submit all audit requests within the **first week of the semester** regardless of the start date of the course. There is no appeal for late submissions.

### I request permission to audit

Course #/Section	Course Title	Course Instructor's Signature	Semester	Year
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Student Signature	Date	Advisor Name	Advisor Signature	Date
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<b>For NYUSteinhardt Use Only</b>		
	Approval Signature	Date