

Audit Request

Student Information

First Name	Last Name	N ID Number
Year: _____ FALL <input type="checkbox"/> J-TERM <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>		

Instructions:

- Fill out the student and course information
- Meet with your advisor, and obtain his/her signature
- Register for the course you want to audit as you would any other course on Albert.
- Bring this form to the address above **or** send it as a pdf to steinhardt-registration-and-advisement-group@nyu.edu
- Registration Services will approve your request, and forward the form to the University Registrar
- The Registrar will change the grading basis of the course to R (Registered Auditor)

Information:

- You must be a matriculated student to audit courses
- You cannot audit more than 2 courses per term
- If you are a full-time student, you cannot exceed 18 total units per term (both credit and audited courses)
- Audited courses **do not count** towards full- or part-time status.
- Audited courses carry the same tuition and fees as courses taken for credit
- You may drop audited courses **only** during the first two weeks of the term. After the first two weeks of the term, you cannot drop the course nor will you receive a refund
- If you receive financial aid you must show that you are registered for a minimum of 6 units before requesting auditing privileges
- You cannot use tuition remission for audited courses.
- You must submit all audit requests within the **first week of the term** regardless of the start date of the course. There is no appeal for late submissions.

I request permission to audit:

Subject Area <small>Ex: MCC-UE</small>	Catalog # <small>Ex: 1234</small>	Section # <small>Ex: 001</small>	Class # <small>Ex:5450</small>	Units <small>Ex: 4</small>

Student Signature	Date	Advisor Signature	Print Advisor Name	Date
 NYU STEINHARDT Advisement & Registration Use Only		Approval Signature	Date	