



OFFICE OF THE
University Registrar

**Division of Unclassified Studies
Faculty / Staff Audit Form**

Audit Policy:

Faculty, staff, and their spouses are permitted to audit one class free of charge each semester. To qualify for this benefit, the staff member must have completed the orientation and evaluation period and received approval from his/her supervisor. Registration for the course takes place through the Division of Unclassified Studies (administered by the Office of the University Registrar). The names of auditors will not appear on class rolls and no official record will be kept of the auditing student's attendance.

Employee's Last Name _____ First Name _____ Middle Name _____

VU Employee ID: _____ VU Department: _____

Home Address: _____

Phone: _____ E-mail: _____ Date of Request to Audit*: _____

**Can be no later than one week after first class meeting.*

Auditor's name if different from employee: _____

Auditor's Status:

Emeritus _____ Emeritus Spouse _____ Faculty _____ Faculty Spouse _____ Staff _____ Staff Spouse _____

Term of Audit:

Fall _____ Spring _____ Summer _____

Subject Area / Course Number: _____ Course Title: _____

Instructor's Name _____ VU Campus Address _____ Instructor's Phone _____

Approval from the VU employee's supervisor is required:



Supervisor's Printed Name _____ Signature _____ Date _____

Return completed form to:

Vanderbilt University
Office of the University Registrar
Division of Unclassified Studies
PMB 407701
110 21st Avenue South, Suite 110
Nashville TN 37240

Or send by fax to: 615-343-7709. Questions, please call: 615-322-7701.

DUS Use Only: Hire Date: _____

Certification of Employment / Completion of Orientation Period: _____