



OFFICE OF THE  
**University Registrar**

**Course Audit Form for the  
Spring 2015 semester**

Full-time faculty, full-time staff, and their spouses are permitted to audit one Vanderbilt course per semester. Tuition will be waived. The names of auditing students will not appear on class rolls. No official transcript will be kept. The faculty or staff member must be approved by HR under the guidelines of the [Education Assistance Programs policy](#). Faculty or staff members must also have the approval of his/her supervisor. The Office of the University Registrar will determine whether or not the course can be audited, and will notify the auditing student if the audit request is approved.

**THE AUDITING STUDENT SHOULD COMPLETE THE SECTION BELOW: (PLEASE PRINT)**

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Employee's Last Name	First Name	Middle Name	VU Employee ID
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Department	Phone	Vanderbilt Email
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Auditing Student's Name / Signature	Date	Email	Phone
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Auditing Student is: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Spouse / Same-Sex Domestic Partner \_\_\_\_\_

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Instructor's Name	Course and Section #	Course Title	Course Start Date
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**THE SUPERVISOR OF THE VU EMPLOYEE MUST SIGN AND APPROVE THE FACULTY OR STAFF MEMBER'S REQUEST BELOW:**

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Supervisor's Printed Name	Signature	Date
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**Spring 2015 Audit requests must be submitted to HR by 12/13/14.**

**Please mail to:**

Vanderbilt Payroll / Processing Office  
PMB 407718, 2301 Vanderbilt Place  
Nashville TN 37240-7718

or

**Scan a copy and email to:**

[tuitionbenefit@vanderbilt.edu](mailto:tuitionbenefit@vanderbilt.edu)

**HR APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_

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HR Representative's Printed Name	Signature	Date
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**INSTRUCTOR'S APPROVAL** Yes \_\_\_\_\_ No \_\_\_\_\_

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URO Representative's Printed Name	Signature	Date
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