



OFFICE OF THE
University Registrar

Course Audit Form

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)

Employee's Last Name	First Name	Middle Name	VU Employee ID
Department	Phone	Vanderbilt Email	
Auditing Student's Name / Signature	Date	Email	Phone
Auditing Student is: Faculty _____ Staff _____ Spouse / Same-Sex Domestic Partner _____			
Instructor's Name	Course and Section #	Course Title	Course Start Date

THE SUPERVISOR OF THE VU EMPLOYEE MUST SIGN AND APPROVE THE FACULTY OR STAFF MEMBER'S REQUEST BELOW:

Supervisor's Printed Name	Signature	Date
---------------------------	-----------	------

Please mail to:

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

Scan a copy and email to:

tuitionbenefit@vanderbilt.edu

HR APPROVAL Yes _____ No _____

HR Representative's Printed Name	Signature	Date
----------------------------------	-----------	------

INSTRUCTOR'S APPROVAL Yes _____ No _____

URO Representative's Printed Name	Signature	Date
-----------------------------------	-----------	------