



# VANDERBILT UNIVERSITY

## Office of the University Registrar

### Vanderbilt University Faculty or Staff Course Audit Request Form

Full-time faculty, full-time staff, and their spouses are permitted to audit one Vanderbilt course per semester on a tuition-free basis. No official transcript will be maintained. The faculty or staff member must be approved by HR under the guidelines of the [Education Assistance Programs](#) policy and faculty/staff auditors must have the approval of their supervisor. If the course can be audited, the Office of the University Registrar will notify the auditing student that the request has been approved.

#### Forms must be submitted to HR by the following deadlines:

Fall semester: August 15

Full-term summer: May 1

Second-half summer: July 1

Spring semester: January 1

First-half summer: June 1

#### To be completed by the auditing student (please print)

\_\_\_\_\_  
Employee's Name Phone VU Employee ID

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Auditing Student's Name Phone Email VUNetID Birth Date

\_\_\_\_\_  
Auditing student is: VU Faculty \_\_\_ VU Staff \_\_\_ Spouse \_\_\_

\_\_\_\_\_  
Signature Date

#### In order of preference, please list the course that you would like to audit:

	Instructor's Name	Course and Section#	Course Title	Course Start Date
1.				
2.				
3.				

\_\_\_\_\_  
Supervisor's Printed Name Signature Date

**Drop Off:** 1000 Baker Building

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

#### HR Approval

Eligible to audit: Yes \_\_\_ No \_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Office of the University Registrar

Instructor's Approval: Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_ [Approval is attached]

URO Approval: Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_