Audit Application

Registrar's Office

University of Southern Indiana
8600 University Blvd. Evansville, IN 47712
Phone: 812-464-1762   Fax: 812-464-1911   Email: registrar@usi.edu

An undergraduate student who wishes to audit a course without credit must obtain permission from the instructor of the course and chair of the department that offers the course. No application for admission to the University is required to audit a course. Permission depends on space in the classroom and appropriateness of the class for audit. A student who audits a course will not appear on class rolls or grade reports, and no notation of the audit will be made on the student's permanent record (transcript). *A student may not transfer from audit to credit status, or from credit status to audit status.*

A student who wishes to audit a course should complete the audit application during the published dates of Late Registration (beginning the first day of the term). After securing the proper signatures, the form and fees must be submitted to the Bursar's Office (Cashier's window). There is a **$50.00** audit fee *per course,* as well as any distance education fees and lab/special fees associated with the courses(s) being audited.

Term/Year: Fall _____   Spring _____   Summer I _____   Summer II _____

Are you currently enrolled in coursework for credit: Yes _____ No _____

Student ID Number: 000-_____   *or*   **Date of Birth:** _____

Name: (Last, First, M.I.) _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

CRN	Subject	Course Number	Section Number	Instructor's Signature †	Department Chair's Signature	Bursar's Use Only Lab/DE/Other fees

† If a course will use Blackboard, the instructor must contact Information Technology (IT) to request that an auditing student be added to the Bb roster.

I understand that by auditing a course, I will not appear on the class roster nor will I receive an official grade and/or credit for the course(s) I am auditing. Further, I understand that I **cannot** transfer from audit to credit or from credit to audit.

Student's Signature: _____ **Date:** _____

☐ **Check this box if you are a USI Retiree and plan to use the fee waiver benefit for this course audit.**
   For USI Retiree option, please return this form to the Registrar's Office for retiree status check and processing.

Bursar's Use:

Audit fee subtotal: $ _____   Lab/DE/other fee subtotal: $ _____   **TOTAL OWED: $ _____**

I verify that the audit fee and any applicable distance learning fees and lab/special fees have been paid.

Receipt # _____   Total paid $_____   Cashier _____   Date _____

BURSAR: Please collect the completed form from the student and return it to the Registrar's Office. 12/14/23