

Date submitted:

(For office use only)



# Naropa University AUDIT FORM

**ATTENTION INSTRUCTORS:** If your course is available for audit, we will allow ALL students into the course for whom you sign a form. You may wish to wait until after add/drop to determine who may audit your course.

NAME

TELEPHONE

STUDENT ID

Naropa Email

Semester

Year

Course #	Course Title	Sect	# Hrs	Instr. Signature --REQUIRED
Faculty Program Coordinator , Department Chair , or School Dean signature required for courses not on the "available to audit" list				

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I accept full academic and financial responsibility for the policies and procedures in the current Naropa University Catalog. I have read and understand the instructions on the reverse and I understand that I will be registered for audit in course(s) as indicated above. I will be charged the audit fee plus any other course fees. I understand that I must not be registered in this course for credit if I wish to be registered for audit.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Instructions for Auditing Courses

Any current degree-seeking or full-time visiting student, as well as any alumnus who has earned a degree from Naropa, may audit selected courses during the fall and spring semesters by following the procedures below:

1. Pick up an audit form from Student Administrative Services or download it from *Student Forms* on MyNaropa.
2. Check the Registration Schedules on MyNaropa (<https://my.naropa.edu/ics/>) to determine which courses are eligible for auditing. **If your course is not eligible for auditing, you must also obtain the permission from Department. Neither the Department's nor the instructor's permission are guaranteed.**
3. Bring the audit form to class to obtain the instructor's signature.
4. If you are registered for the course for credit, drop the course by the end of the drop/add period. Audit forms received for classes in which the student is currently registered, or has withdrawn from, will not be processed.
5. Submit the form to the Registration Office, complete with required signature(s), **within one week of the end of the drop/add period for the course.**
6. Plan to pay for your audit and fees immediately. Late fees will be added to unpaid fees approximately two weeks after the last day of the drop/add period.
7. Students who are admitted to a class will be charged \$30 per credit hour plus *all related course fees*. Be aware that this charge may be billed to your account after you receive your financial aid refund check. Therefore, your financial aid may not automatically pay for your audit classes.
8. You will only be permitted to the course if:
  1. You are a current degree-seeking or visiting student (including those on an approved Leave of Absence) or alumnus who has earned a degree from Naropa (see alumni audit form)
  2. The course is available to audit (or you received departmental permission);
  3. You received instructor permission;
  4. You are not currently registered for, or withdrawn from, the course for credit.
9. If approved you will receive an email stating that you have been allowed into the course as an audit.
10. Check your schedule on MyNaropa to confirm you are registered correctly.

### Keep in mind:

No grades are given nor credit earned for audited courses.

Students may not drop or withdraw from audited courses. No refunds are given for audits.

The audit fees and related course fees might not be charged to your account until after you receive a financial aid refund check. You are still responsible for the fees. ***Plan to pay for audit fees immediately as late charges may be added shortly after the last day of the drop/add period.***

### Attention Instructors:

**If your course is available for audit, we will allow ALL students into the course for whom you sign a form. You may wish to wait until after add/drop to determine who may audit your course.**