

Ferris State University

Permit to Audit a Class

Audit Policy: Students are permitted to register for courses, space permitting, on an audit basis during the designated "Institutional Change Days" during the first four (4) days of the semester.

Permission/signatures of the **head of the department** offering the course and the **student's dean office** are required. When course capacity is limited, students taking the course for credit will have registration priority over audit students.

Senior citizens (age 60 or older) may audit one course per term on a space available basis for a charge of \$25.00 per course. Emeriti (regardless of age) may audit a course at no charge (consistent with their enrolling for credit courses). Departments submitting the form should verify senior citizen status and indicate such on the form in order for applicable charges to be arranged. Emeriti should complete a tuition waiver with HR, after which Business Operations will be notified by HR to waive charges. All other students will be charged the same tuition rates and fees for auditing as for credit students. This change became effective Spring 2010 term per the President's Office.

Instructions: 1) The Department for which the student will be auditing the course should register the student for the course. 2) This form should be sent/faxed (x2242) to the Registrar's Office from the Dept. 3) The form will then be sent to Business Operations for any necessary adjustments to charges.

Name of Student: _____	Student Number: _____
College: _____	Academic Program: _____
Course Prefix _____ Number _____ Section Code _____	Semester _____ Year _____
<input type="checkbox"/> *Senior Citizen Verified by: _____	<input type="checkbox"/> Emeriti
Signatures:	
Student's Dean Office: _____	Date: _____
Dept. Head of course to be audited: _____	Date: _____
Registrar's Office: _____	Date: _____
Business Operations: _____	Date: _____

*Verify using either information in SPAIDEN for DOB or ask for a copy of driver's license if information not available in SPAIDEN.

Registrar's Office

1201 S State St CSS 201, Big Rapids, MI 49307

Phone 231 / 591-2792

Updated 11-13-12