

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.

Ferris employees and emeriti are not eligible to use tuition benefits to audit a course, see section IX of HRPP 2013:40.

All other students will be charged the same tuition rates and fees for auditing as for credit students.

Instructions:

- 1) The Department of the course which the student will be auditing should register the student for the course.
- 2) This form should be emailed to the Registrar’s Office from the Department, registrar@ferris.edu.
- 3) The form will then be sent to Student Financial Services for any necessary adjustments to charges.

Student Name:_____	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:_____			
Printed Name:_____				
Dept. Head of course to be audited:_____	Date:_____			
Printed Name:_____				
Registrar’s Office:_____	Date:_____			
Printed Name:_____				
Student Financial Services: _____	Date:_____			
Printed Name:_____				

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

Registrar’s Office
1201 S State St CSS 201, Big Rapids, MI 49307
registrar@ferris.edu